

New Program Request Form

CA1

General Information

Institution submitting proposal	Highland Community College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Lucas Hunziger, Director of Technical Education lhunziger@highlandcc.edu
Identify the person responsible for oversight of the proposed program	Lucas Hunziger
Title of proposed program	Electrical Technology
Proposed suggested Classification of Instructional Program (CIP) Code	46.0302
CIP code description	A program that prepares individuals to apply technical knowledge and skills to install, operate, maintain, and repair electric apparatus and systems such as residential, commercial, and industrial electric-power wiring; and DC and AC motors, controls, and electrical distribution panels. Includes instruction in the principles of electronics and electrical systems, wiring, power transmission, safety, industrial and household appliances, job estimation, electrical testing and inspection, and applicable codes and standards.
Standard Occupation Code (SOC) associated to the proposed program	47.2111
SOC description	Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.
Number of credits for the degree <u>and</u> all certificates requested	AAS- 68 credits
Proposed Date of Initiation	Fall 2021
Specialty program accrediting agency	N/A
Industry certification	Journeyman Electrician

Signature of College Official



Date

3/26/21


Signature of KBOR Official

Date

New Program Request Form CA1

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Standard Occupation Code (SOC) associated to the proposed program	47.2111
SOC description	Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.
Number of credits for the degree <u>and</u> all certificates requested	Cert C- 53 credits
Proposed Date of Initiation	Fall 2021
Specialty program accrediting agency	N/A
Industry certification	Journeyman Electrician

Signature of College Official  Date 3/26/21

Signature of KBOR Official _____ Date _____

Narrative

CA1 Narrative
 Highland Community College
 Electrical: Technical Certificate C and AAS degree

3/9/2021

Narrative

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

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

Highland Community College has operated a Technical Certificate B (37 credit hours) since AY15. The college is not requesting a brand-new program, rather to expand the existing program to include a Technical Certificate C (53 credit hours) and an Associate of Applied Science degree (68 credit hours).

Program Description

- Provide a complete catalog description (including program objectives) for the proposed program. Students attending full-time will complete this program in eighteen-months. Using blueprints and diagrams students gain hands-on experience wiring a house. The Electrical Technology program covers everything from AC and DC fundamentals to residential, commercial and industrial wiring. Upon successful completion of the program, students receive a Certificate and have the opportunity to sit for the Journeyman Block licensure exam.
- List and describe the admission and graduation requirements for the proposed program. Highland Community College has open enrollment, a student must complete an application for admission and take the work keys test scoring at least a 4 in math and a 4 in workplace documents. Graduation requirements for the Electrical Technology Program is the successful completion of the course work and work keys scores of at least 5 in both math and workplace documents.

Demand for the Program

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

Occupational Code	Occupational Title	Employment		Change in Employment			Openings due to						Total (1)		Wages (2)	
		Base Year 2018	Projected Year 2028	Numerical	Percent	Percent: Annual	Exits	Exits: Annual	Transfers	Transfers: Annual	Numerical Change	Numerical Change: Annual	Openings	Openings: Annual	Annual Mean	Annual Median
47-2111	Electricians	5,737	5,985	248	4.3%	0.4%	1,800	180	4,991	499	248	25	7,039	704	\$54,750	\$53,850

- Show demand from the local community. Provide letters of support from at least three potential employers, which state the specific type of support they will provide to the proposed program. Please see attached letter with business owner signatures of support #1. Three local electrical companies and the Atchison City Inspector have signed a letter of support for the Electrical Technology Program at Highland Community College showing support for the Cert C and AAS Degree Programs. The local business owners employ our students and graduates. The business partners also serve on the program advisory committee.
- Describe/explain any business/industry partnerships specific to the proposed program. *If a formal partnership agreement exists, agreement explaining the relationship between partners and to document support to be provided for the proposed program must be submitted to the Board office independently of the CA1 materials for review purposes. The agreement will not be published or posted during the comment period.*

Although no formal business/industry partnerships specific to this program currently exist, the program has received support from local business owners that serve on the program advisory committee. The local business also regularly hire the program students and graduates.

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.

Ten Similar programs exist across the state as this is a State Aligned Program. In this are Kansas City Kansas Community College, Johnson County Community College, Washburn Tech, and Northcentral Tech all have similar programs.

CIP Code	Program Name	Institution	Award	Total # Declared Majors	Total # Concentrators	Total # Pursuing Additional Education	Total # Graduates	Total # Graduates Exited	Total # Graduates Exited and Employed	Average Wage: Graduates Exited and Employed	Median Wage: Graduates Exited and Employed
46.0302	Electrician	Coffeyville Community College	ASSOC/CERT	14	12	7	6	6	5	\$33,749	\$45,000
	Electrician	Highland Community College	ASSOC/CERT	47	29	13	12	10	9	\$30,139	\$28,420
	Electrician	Hutchinson Community College	ASSOC/CERT	25	17	13	^	^	^	NR	NR
	Electrician	Johnson County Community College	ASSOC/CERT	90	49	39	31	19	15	\$37,884	\$33,163
	Electrician	Kansas City Kansas Community College	ASSOC/CERT	90	63	47	16	14	12	\$41,848	\$41,107
	Electrician	North Central Kansas Technical College	ASSOC/CERT	40	39	15	21	20	20	\$28,648	\$28,483
	Electrician	Northwest Kansas Technical College	ASSOC/CERT	21	18	11	16	6	6	^	^
	Electrician	Salina Area Technical College	ASSOC/CERT	12	9	5	^	^	^	^	^
	Electrician	Washburn University Institute of Technology	ASSOC/CERT	65	54	15	39	32	31	\$32,200	\$30,795

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

All Programs participated in the state alignment meetings

Program Information

- List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program.
- Please see course descriptions below.

ELE 102 (OSHA 10)

This course will explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDA).

ELE 112 AC/DC Circuits I

The focus of this course is to give the student a ground level understanding of direct current (DC) and alternating current (AC) theory. The student will be introduced to electron theory and Ohms’ law and see how these apply to direct current circuits. As the students progress, they will be introduced to series circuits and their equations, parallel circuits and their equations, and combination circuits and their equations.

ELE125 Generators and Transformers

Students will gain a working knowledge of the theory and practical application of single-phase and 3-phase electrical components. Upon successful completion of this course, the student should be able to interpret and apply the rules of the current National Electrical Code to wiring systems composed of these electrical components.

ELE122 Residential Wiring I

An introductory course on residential wiring methods that includes practical applications and hands-on experience in implementing National Electrical Code (NEC) requirements.

ELE 115 Print Reading

Students learn to read specification manuals and prints as applied to the residential, commercial, and industrial buildings.

ELE132 Commercial Wiring I

An introductory course on commercial wiring methods that includes practical applications and hands-on experience in implementing code requirements. This course of instruction will introduce the student to an environment much different than that of residential construction. In commercial applications students have to look at types of structures, location, types of equipment, and requirements of the National Electrical Code (NEC). The course introduces students to the high intensity lighting systems used in commercial and industrial locations. Students learn how to install, maintain, and troubleshoot each system. Students will also receive instruction on application of different lighting systems to suit the application encountered. The course also provides instruction about wiring methods such as conduit, cable trays, surface metal raceways, rigid non-metallic conduits, and a host of other wiring methods used to meet certain locations in commercial applications.

ELE135 Troubleshooting Techniques

This course will provide troubleshooting and repair techniques. Student will learn how to identify faulty components, develop a repair plan, safely perform repairs, and prevent recurrence.

ELE 142 National Electrical Code I

An introductory course on the use and interpretation of the current National Electric Code (NEC). This course of instruction is taught throughout the whole program but generally will be intensified during the latter part of the school term. The main focus is to introduce the student to the Block and Associates exam. The course focuses on what makes up the tests, best use of time, highlighting important text in the codebook, and many other helpful testing ideas. The student will spend time taking sample exams and identifying weaknesses and improvements needed.

ELE152 Industrial Construction Wiring & Design

This course will take a look at what is required in the industrial wiring environment and the designs used in these locations. The study of transformers—single and three phases are begun, along with connection of these systems and voltages found. Some introduction into plant automation and their requirements are also discussed.

ELE 162 Electrical Motor Operations & Control

In this course students will begin a study of electric motor operation and systems used to control their operation. Fundamentals of single and three phase motors along with their operational characteristics are covered. Students learn the language of control, ladder diagram, and the logical sequence in which things must happen in order for a machine or process to operate. Lab experience helps develop skills to

operate, install, design, and troubleshoot AC electric motor control circuits for various applications. The current National Electrical Code (NEC) will be used in this course.

ELE165 Blueprints and Schematics

This course prepares the student to interpret standard electrical schematics and construction blueprints. Students learn to read specification manuals and schematics as applied in the industrial field.

ELE 172 Fundamentals of Programmable Logic

This course of instruction provides the student with an entry level look at the Fundamentals of Programmable Logic controllers or PLC’s. These devices have found widespread use in all types of industrial and commercial applications. This course will give the student fundamental knowledge in their operation, installation, and programming basics. This course is taught after the student has completed all the motor control requirements.

ELE163 Electrical Motor Operations & Control II

This course is a continuation of ELE163 Electrical Motor Operations & Control. Its purpose is to provide an understanding of reversing motor circuits, solid state devices and system integration, timing and counting functions, relays and solid state starters, sensing devices and controls. Students connect numerous types of control sequences in the shop, along with diagramming and troubleshooting equipment. The current National Electrical Code (NEC) will be used in this course.

ELE175 Troubleshooting Techniques II

This course will provide practical and a real-world systematic approach to troubleshooting. Students will study electrical troubleshooting including evaluating customer complaints, observing system operations, formulating a plan, reading and interpreting schematics.

ELE 182 National Electrical Code II

A continuation of the National Electrical Code I course on the use and interpretation of the current National Electrical Code (NEC). Its purpose is to prepare students for the Block and Associates exam. The course focuses on what makes up the tests, best use of time, highlighting important text in the codebook, and many other helpful testing ideas. Students will spend time taking sample exams and identifying weaknesses and improvements needed. Prerequisite: ELE 142 Journey Exam Prep I.

- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative. No alternative tracks.
- 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. Please see below and attached Technical Certificate C and AAS Electrical Degree Worksheet.

<u>1st Sem</u>		<u>Course Name</u>	<u>Credit Hrs</u>
ELE102		Safety (OSHA 10)	1
ELE112		AC/DC Circuits I	4
ELE125		Generator and Transformer	3
ELE122		Residential Wiring I	4
		Total	12
ELE115		Print Reading	2

ELE132		Commercial Wiring I	4
ELE135		Troubleshooting Techniques	4
ELE142		National Electrical Code I	4
		Total	14
		First Year Total (CERT B)	26
ELE152		Industrial Wiring & Design	4
ELE162		Elec. Motor Operation & Control	5
ELE165		Blueprint & Schematics	3
		Total	12
ELE163		Elec. Motor Operation & Control II	5
ELE172		Fundamentals of PLC's	2
ELE175		Troubleshooting Techniques II	4
ELE182		National Electrical Code II	4
ELE195		Occupational Work Experience	0
		Total	15
		Second Year Total	27
		Program Total (CERT C)	53

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ELE112		AC/DC Circuits I	4
ELE125		Generator and Transformer	3
ELE122		Residential Wiring I	4
		Total	12
ELE115		Print Reading	2
ELE132		Commercial Wiring I	4
ELE135		Troubleshooting Techniques	4
ELE142		National Electrical Code I	4
		Total	14
		First Year Total (CERT B)	26
ELE152		Industrial Wiring & Design	4
ELE162		Elec. Motor Operation & Control	5
ELE165		Blueprint & Schematics	3
		Total	12
ELE163		Elec. Motor Operation & Control II	5
ELE172		Fundamentals of PLC's	2
ELE175		Troubleshooting Techniques II	4
ELE182		National Electrical Code II	4
ELE195		Occupational Work Experience	0
		Total	15
		Second Year Total	27
		Program Total (Cert C)	53
		AAS Composition/Speech Block	6
		Computer Literacy Block	3

		AAS Humanities & Fine Arts Block	3
		AAS Social & Behavioral Science Block	3
		Program Total (AAS)	68

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

Faculty

- Describe faculty qualifications and/or certifications required to teach in the proposed program. Expertise in the content area taught to include industry certifications if possible. Qualified faculty must have had 5 years relative work experience.

Cost and Funding for Proposed Program

- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation, etc.).
The facility already exists from a previously aligned electrical program. The faculty that are employed by the college were also previously employed under the previous state program alignment. The salary and instructional budgets for the Electrical Program Cert B, Cert C and AAS was \$116,000 for FY20 and currently \$121,000 for FY21. The program has also benefited from Capital Outlay Grant funds and Carl Perkins Grant funds.
- Provide detail on **CA-1a form**.
See attached document CA1a Fiscal Summary ELE Cert C & AAS
- Provide detail on **CA-1b form**.
See attached document CA1b ELE AAS
- Provide detail on **CA-1c form**.
See attached document CA-1c AAS 3-26-2021
- Describe any grants or outside funding sources that will be used for the initial startup of the new program and to sustain the proposed program.
No startup costs are needed as this is a realignment of an existing program. The Electrical Technology Program existed as a Cert B under the previous statewide alignment. The realignment to include Cert B, Cert C and AAS degree will not add to the operating cost of the program. The Electrical Program has received funding from three sources, institutional funds, Capital Outlay grant funds and Carl Perkins grant funds.

Program Review and Assessment

- Describe the institution’s program review cycle.
Highland has program review by administration and faculty peers on a three year rotation.

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)
See attached documents ELE Advisory Minutes 2019
 - Curriculum Committee
See attached C&I Meeting Minutes AAS
 - Governing Board
(including a list of all Board members and indicate those in attendance at the approval meeting)
See attached BOT Minutes 1-27-21

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 Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: Highland Community College

Proposed Program: Electrical Technology Cert B, Cert C and AAS

<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: 26		8	18	
Part II. Initial Budget		Implementation Year		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#2	\$52,000.00	\$46,500.00	Institutional
Part-time/Adjunct	#0	\$0	\$0	
		Amount	Funding Source	
B. Equipment required for program		\$5,000.00	Institutional/capital outlay/perkins	
C. Tools and/or supplies required for the program		\$7,500.00	Same as above	
D. Instructional Supplies and Materials		\$15,000.00	Institutional	
E. Facility requirements, including facility modifications and/or classroom renovations		\$350,000.00	Institutional	
F. Technology and/or Software		\$10,000.00	Institutional	
G. Other <i>(Please identify; add lines as required)</i>				
Total for Implementation Year		\$486,000		
<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: 35		16	24	
Part II. Ongoing Program Costs		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#2	\$98,500.00	\$0	Institutional
Part-time	#0	\$	\$	
		Amount	Funding Source	
B. Equipment required for program		\$5,000.00	Institutional/Grants	
C. Tools and/or supplies required for the program		\$7,500.00	Institutional/Grants	
D. Instructional Supplies and Materials		\$15,000.00	Institutional/Grants	
E. Facility requirements, including facility modifications and/or classroom renovations		\$0	Institutional/Grants	
F. Technology and/or Software		\$3,500.00	Institutional/Grants	
G. Other <i>(Please identify; add lines as required)</i>			Institutional/Grants	
Total for Program Sustainability		\$129,500		

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

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

Electrical Technology is not a new program. Existing costs are funded by student tuition, local mil levy, state aid including Capital Outlay, and Carl D. Perkins. Expanding the program to include the Technical Certificate C and Associate of Applied Science exit points does not increase the overall operating costs to the college.

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:	Highland Community College
Program Title:	Electrical Technology Cert C and AAS
Program CIP Code:	46.0302

<i>Please list all fees associated with this program: Only list costs the institution is charging students.</i>		
Fee	Short Description	Amount
Uniform HS	Uniform Fee	\$ 30.00

<i>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.</i>		
Course ID	Short Description	Amount

<i>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.</i>		
Item	Short Description	Estimated Amount
Tools	Estimate of tool costs.	\$ 2,500.00

Total	\$ 30.00
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Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2020)

Name of Institution	Highland Community College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Lucas Hunziger, Director of Technical Education 785-442-6180, lhunziger@highlandcc.edu
Name, title, phone, and email of the Perkins Coordinator	Lucas Hunziger, Director of Technical Education 785-442-6180, lhunziger@highlandcc.edu
Program Name	Electrical Technology
Program CIP Code	46.0302
Educational award levels <u>and</u> credit hours for the proposed request	AAS, 68 Credits
Percentage of tiered credit hours for the educational level of this request	53
Number of concentrators for the educational level	The Comprehensive Needs Assessment for the Topeka Region showed 73 Concentrators and 234 Openings. The Highland Program projects to have 25 concentrators annually.
Does the program meet program alignment?	Yes
Justification for conditional approval: <i>(this section must reference information found within the Local Needs Assessment)</i>	The information below was found in the Topeka Regional Comprehensive Needs Assessment. It shows there was a gap in the available concentrators and annual job openings. The program also meets the 50%+ tiered course criteria and meets the concentrator minimum. 46.0302 Electrical Technology (Postsecondary) 234 Annual Openings, 73 Concentrators

Signature of College Official  Date 3/26/21

Signature of KBOR Official _____ Date _____

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2020)

Name of Institution	Highland Community College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Lucas Hunziger, Director of Technical Education 785-442-6180, lhunziger@highlandcc.edu
Name, title, phone, and email of the Perkins Coordinator	Lucas Hunziger, Director of Technical Education 785-442-6180, lhunziger@highlandcc.edu
Program Name	Electrical Technology
Program CIP Code	46.0302
Educational award levels <u>and</u> credit hours for the proposed request	Cert C, 53 Credits
Percentage of tiered credit hours for the educational level of this request	53
Number of concentrators for the educational level	The Comprehensive Needs Assessment for the Topeka Region showed 73 Concentrators and 234 Openings. The Highland Program projects to have 25 concentrators annually.
Does the program meet program alignment?	Yes
Justification for conditional approval: <i>(this section must reference information found within the Local Needs Assessment)</i>	The information below was found in the Topeka Regional Comprehensive Needs Assessment. It shows there was a gap in the available concentrators and annual job openings. The program also meets the 50%+ tiered course criteria and meets the concentrator minimum. 46.0302 Electrical Technology (Postsecondary) 234 Annual Openings, 73 Concentrators

Signature of College Official  Date 3/26/21

Signature of KBOR Official _____ Date _____

Highland Community College Technical Center

MINUTES OF MEETING

Electrical Technology

Meeting Held At: Program Building
Month 10 Day 23 Year 2019

Meeting Began 5:00 PM. Adjourned 6:00 PM.

Members Present

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Ryan Pohl | <input type="checkbox"/> Jason Bradley |
| <input type="checkbox"/> David Long | <input type="checkbox"/> Dennis Lowe |

Members Not Present

- | | |
|---|--|
| <input type="checkbox"/> Mike Edwards | <input type="checkbox"/> Kathy Holthhaus |
| <input type="checkbox"/> Jake Hawk (attended via phone) | |

Subject: Program Expansion Fall 2019

Information Presented:

Reviewed and discussed Courses and Curriculum for Fall 2019.
Discussed the addition of second Instructor. Explained some of the advantages of being able to cover topics at a slower pace to ensure the knowledge is gained by all students

Response Code: R

Subject: Course Enrollment

Information Presented:

Discussed roster of students for the 2019/2020 school year. Explained that we will have 2 fulltime students and 9 students will complete the course and be ready for the workforce in the Spring of 2020.

Response Code: R

Subject: Teaching Style Changes**Information Presented:**

Discussed our plans and goals for this year, and the additions that were made to the curriculum. Also discussed the transition from a one year program to a two year program

Response Code: R/A

Subject: Program Building Upgrade and expansion.**Information Presented:**

Toured new facility. Then reviewed preliminary Plans and classroom setup. Explained and discussed the new space and reconfiguration of existing space.

Response Code: R/A

Subject: Skills USA Competition

Response code: (A-Action) (R-Report) (R/A-Report With Later Action)

Information Presented:

Explained and discussed the National competition and that we had One High School student qualify and participate at the competition in Louisville Ky. Discussed how he finished in the competition and that he has started his career in the Electrical trade. He has been accepted into the Lineman Apprenticeship.

Response Code: R

Subject: Length of Program – Cert B, Cert C, & A.A.S

Information Presented:

Discussed the benefits to the students by adding Cert C and AAS degree. Also discussed the new electrical courses and credits hours required for each exit point. Students can complete a Cert B (37 credits), Cert C (53 credits), and AAS (68 credits).

Response Code: A – Approved

Subject: Prometric Journeyman Licensure Testing

Information Presented:

Discussed the progression of the plan of working to get HCCTC set up as a proctor station for this test for our students and the community. Discussed the possible benefits to the students if they were able to obtain this Licensure. All present agreed. Informed committee about the ongoing development to have school certified to proctor the Journeyman and Master Electrician exams.

Response Code: R/A

C&I Highland Community College
Curriculum and Instruction
2019-2020 Academic Year
Friday, December 6, 2019
2:00 PM, Room LSU-A

Team Members: Lexy Clark, Irene Covert, Cindy Davis, Shane Finley, Stacy Freeman, Adam Graham, Alice Hamilton, Lucas Hunziger, Michelle Hurn, Mike Kelley, Shayna Leahy, Darlene Lee, Denise Peters, Erin Shaw, Sara Smith, Kristin Woodruff, Amy DuLac (for Lucas Hunziger).

Guests- Carol White, Jane Zaccardi

Approval of Minutes- Adam Graham made a motion to approve the minutes of the November 8, 2019 meeting with Darlene Lee making the 2nd. Motion Carried.

Old Business

MAT103 Intermediate Algebra – Course Modification – 2nd Presentation – Carol White – Course Description/Content, Course Prerequisite. Darlene Lee made a motion to approve with Shane Finley making the 2nd. Motion Carried.

MAT104 College Algebra – Course Modification – 2nd Presentation – Carol White – Course Prerequisite. Lexy Clark made a motion to approve with Adam Graham making the 2nd. Motion Carried.

MAT105 Trigonometry – Course Modification – 2nd Presentation – Carol White – Course Prerequisite. Adam Graham made a motion to approve with Darlene Lee making the 2nd. Motion Carried.

MAT106 Calculus I – Course Modification – 2nd Presentation – Carol White – Course Prerequisite. Lexy Clark made a motion to approve with Adam Graham making the 2nd. Motion Carried.

MAT107 General Calculus – Course Modification – 2nd Presentation – Carol White – Course Prerequisite. Kristin Woodruff made a motion to approve with Darlene Lee making the 2nd. Motion Carried.

MAT108 Contemporary Math – Course Modification – 2nd Presentation – Carol White – Course Prerequisite. Kristin Woodruff made a motion to approve with Adam Graham making the 2nd. Motion Carried.

MAT110 Calculus II – Course Modification – 2nd Presentation – Carol White – Course Prerequisite. Kristin Woodruff made a motion to approve with Shane Finley making the 2nd. Motion Carried.

MAT201 Calculus III – Course Modification – 2nd Presentation – Carol White – Course Prerequisite. Lexy Clark made a motion to approve with Kristin Woodruff making the 2nd. Motion Carried.

MAT202 Differential Equations – Course Modification – 2nd Presentation – Carol White – Course Prerequisite. Darlene Lee made a motion to approve with Lexy Clark making the 2nd. Motion Carried.

MAT203 Basic Statistics – Course Modification – 2nd Presentation – Carol White – Course Prerequisite. Kristin Woodruff made a motion to approve with Adam Graham making the 2nd. Motion Carried.

SOC200 Sociology Through Film – Course Modification – 2nd Presentation – Kristen Woodruff – Course Prerequisite ENG101 with a C or higher, Placement SOC101, SOC102, ANT112. Lexy Clark made a motion to approve with Adam Graham making the 2nd. Motion Carried.

HCC, the first college in Kansas, provides lifelong learning opportunities and contributes to economic development to enhance the quality of life in the communities we serve.

HMS105 Case Management in Human Services – Course Modification – 2nd Presentation – Denise Peters – Inactive to Active. Darlene Lee made a motion to approve with Alice Hamilton making the 2nd. Motion Carried.

AAS in Auto Technology – Program Modification – 2nd Presentation – Dr. Erin Shaw – Adjusted General Education courses. Shane Finley made a motion to approve with Adam Graham making the 2nd. Motion Carried.

AAS in Auto Collision Repair – Program Modification – 2nd Presentation – Dr. Erin Shaw – Adjusted General Education courses. Adam Graham made a motion to approve with Darlene Lee making the 2nd. Motion Carried.

AAS in Electrical Technology – Program Modification – 2nd Presentation – Dr. Erin Shaw – Adjusted General Education courses and was given its own degree sheet. Adam Graham made a motion to approve with Shane Finley making the 2nd. Motion Carried.

New Business

NUR225 Health Assessment and Advanced Nursing Skills – Course Modification – 1st Presentation – Jane Zaccardi – Edition Update & New Textbook. Alice Hamilton made a motion to approve with Lexy Clark making the 2nd. Motion Carried.

Discussion/Action Items

C & I Bylaws – Discussion/Proposed Revisions – Mike Kelley and Stacy Freeman – Membership (add Technical faculty and “At Large” faculty members) and Timing of C & I changes (regularly update syllabi.

Kristin Woodruff made a motion to approve the changes to C&I By-Law Membership with Adam Graham making the 2nd. Motion Carried.

Denise made a motion to remove the business, ECH and Agriculture faculty from the membership with Alice Hamilton making the 2nd. Motion Carried.

Update degree worksheets once a year in December effective the next academic year Alice Hamilton making a motion to approve with Kristin Woodruff making the 2nd. Motion Carried.

Notifications

Future Meetings:

Meeting Date/Time

February 14 at 2 pm
March 20 at 2 pm
April 17 at 2 pm
May 8 at 2 pm

Due Date for Documentation

February 5
March 11
April 8
April 29

Adam Graham made a motion to adjourn with Kristin Woodruff.

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HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
January 27, 2021

Trustees Present: Vernie Coy, Thomas Smith, Jason Taylor, Carl Tharman, Kenneth Huss

Trustee Present via Zoom: Russell Karn

Call to Order: Chairperson Thomas Smith called the meeting to order at 6:32 p.m. in the Conference Room of the David Reist Administration Building on the Highland Campus.

Approval of the Agenda: It was moved by Mr. Coy, seconded by Mr. Huss, that the Agenda be approved as presented. Motion passed.

Approval of the Minutes: It was moved by Mr. Taylor, seconded by Mr. Tharman, that the minutes of the December 9, 2020 Regular Meeting, be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Huss, seconded by Mr. Coy, that warrants numbered 467368 through 467542 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Presentation by Sharon Kibbe, Director of Instructional Services- Transition to Canvas: Sharon Kibbe, Director of Instructional Services, gave a presentation regarding the transition from the Moodle learning platform to Canvas. Ms. Kibbe gave a brief description of her teaching background at Highland Community College as well as her previous Higher Education experience. She provided a Power Point presentation for the Trustees to explain what Canvas was, how the learning platform works, and the process of training faculty to navigate it properly.

Presentation by Stacy Simmer, Director of Marketing- Campus Map Update: Stacy Simmer, Director of Marketing, provided the Trustees with a demonstration of how the new virtual campus map looks and works on the HCC website. The virtual map is more user friendly than the previous graphic. Viewers are able to click different locations on the map and get a virtual 360 degree tour of each facility. This is a great option for potential students to view the campus and dorm rooms virtually if they are unable to visit in person. Ms. Simmer confirmed that they are hopeful to make this feature live on the website next week.

Approval of Academic Programs: Dr. Erin Shaw, Vice President for Academic Affairs, presented to the Board with changes that are being made to the Electrical and Auto Collision technical programs. She stated that reactivation of the Associate of Applied Science (AAS) degree in Auto Collision Repair and the activation of the AAS and Cert C degree in Electrical Technology need to be approved by the Board. It was moved by Mr. Huss, seconded by Mr. Taylor, that the reactivation of the AAS degree in Auto Collision Repair, and activation of the AAS and Cert C degree in Electrical Technology, be approved as presented. Motion passed.

Approval of Weapons Policy: President Fox discussed proposed changes to the Weapons Policy. She confirmed approval from legal counsel and clarified any questions that were asked. It was moved by Mr. Huss, seconded by Mr. Karn, that the Weapons Policy be approved as presented. Motion passed.

Employee Assistance Program Policies: President Fox presented the Trustees with a proposed policy for the Employee Assistance Program that the College will be providing to all employees. This service will be provided by New Directions Behavioral Health, LLC to employees and immediate family members. The program is confidential and voluntary to any who choose to use it. This service can provide, but not limited to, counseling services for marital difficulties, stress, financial difficulties, alcohol/drug abuse or legal advice and assistance. President Fox stated that the program covers the cost for a certain amount of visits and then if the employee is given the recommendation of further sessions, it will be at their cost from that point forward. Discussion. The proposed policy for employee utilization of the service was reviewed and will be brought back to the Board for formal consideration at next month's meeting.

Academic Affairs: Dr. Erin Shaw, Vice President for Academic Affairs, was proud to announce that Adrian Bata, HCC Business Technology student, attended that Microsoft Office Specialist US National Championships in fall 2020 and finished 3rd place in PowerPoint 2019/365 for the state of Kansas. She gave details on the Technical Center Spring Professional Day held on January 13th via Zoom, and the Highland/Regional Faculty Spring Professional Day on January 20th via Zoom. She provided the schedule and discussed the speakers that presented at each event. Dr. Shaw announced that she has turned in her official letter of resignation. She stated she is grateful for the opportunities she was presented while employed at the College and discussed her future plans. Chairperson Smith followed with well wishes for her future endeavors and thanked her for her years of service.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, discussed enrollment numbers for the spring semester. He reviewed housing numbers and confirmed that there were 281 students living in the dorms at the moment. Some sports teams moved in earlier so they could attend practices. He stated that move in day went smoothly on January 20th. Dr. Ingmire confirmed that the College received a grant from Doniphan County to help purchase food and hygiene supplies for the student food pantry. He stated that the pantry was open to students two days a week and they are allowed to receive products from it once per week.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through December 2020 and discussed income and expense reports. He confirmed that the Foundation donated money towards the Diesel building remodel. The Colony Point remodel is complete and the new freezer for food services has been installed. Mr. Willy stated that washers and dryers have been distributed to various locations around the Highland campus for student use.

Trustees' Report: Chairperson Thomas Smith gave highlights on the Foundation Board Meeting he attended via Zoom on January 25th.

President's Report: President Fox confirmed that she has officially reached her 18 month milestone as President of Highland Community College. She gave a brief review on everything that has happened during 2020 and the accomplishments the College has achieved in the past year. She stated that KACCT and Cowley College will be doing a presentation on negotiation processes on February 24th from 4-5pm and encouraged the Board members to attend at least one session. President Fox gave an update on the January 25th Foundation Board Meeting she attended via Zoom.

President Fox confirmed that there have been more employees confirmed positive for COVID-19 than students. The College has received funds from the State to purchase COVID test kits and the Doniphan County Health Department has donated kits that are to be used by the end of January. She stated that athletes are being tested and monitored since they have arrived on campus and at this time fans are not allowed to attend sporting events. The Alumni Association is holding watch parties at Kirkwood & Co. in Highland on game nights so fans can still watch and support the teams together.

A recess was held from 8:55 p.m. – 9:00 p.m.

Executive Session: It was moved by Mr. Tharman, seconded by Mr. Coy, that the Board go into Executive Session at 9:00 p.m. for no more than 30 minutes to discuss Property Acquisition and asked that President Fox remain in the session. Motion passed. Mr. Karn exited Zoom and joined the Executive Session via speakerphone.

The Board reconvened to Regular Session at 9:30 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 9:30 p.m.



Thomas Smith
Chairperson

2-24-2021

Date



Carl Tharman
Secretary/Treasurer

Highland Community College Technical Center

Advisory Committee Support for Electrical Technology Cert C and AAS
Degrees

Highland Community College is seeking to meet state program alignment in our Electrical Technology Program. The electrical program will offer a Certificate B, Certificate C, and AAS degree. As an advisory committee member you help guide program curriculum, give industry feedback, and employ students and graduates. By signing below you are supporting the electrical program offering a Certificate B, Certificate C, and AAS degree.

Gerber	Electric		03/26/2021
Name	Business	Signature	Date

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David E Long Betts Electric David E. Long 03-25-2021
Name Business Signature Date

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Ryan Pohl	Ryan Electric LLC	Ryan Pohl	thw-25-21
Name	Business	Signature	Date

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Phil Burke *City of Atchison* *Phil Burke* *3/25/21*
Name Business Signature Date

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Name	Business	Signature	Date
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Highland Community College
Electrical Technology
Associate in Applied Science
(68 credit hours)

To be used **ONLY** in conjunction with programs completed at HCC Technical Centers.

BASIC SKILLS (9 Credits)

Composition and Speech (6 Credits)

- ___ ENG 101 Composition I (3)
- ___ ENG 102 Composition II: Literature and Research (3)
- ___ ENG 103 Composition II: Rhetoric and Research (3)
- ___ ENG 110 Technical Composition (3)
- ___ SP 101 Oral Communications (3)
- ___ SP 106 Public Speaking (3)

Computer Literacy (3 Credits)

- ___ AB 227 Agriculture Microcomputer I (3)
- ___ A 113 Typography (3)
- ___ A 121 Design Software Application (3)
- ___ A 139 Computer Graphics: Web Design (3)
- ___ A 215 Graphic Design (3)
- ___ A 223 Computer Graphics: Illustration (3)
- ___ A 224 Computer Graphics: Enhanced Photo (3)
- ___ BUS 130 Microcomputer Applications I (3)
- ___ BUS 133 Micro App I: Spreadsheet (3)
- ___ BUS 139 Micro App I: Word Processing (3)
- ___ BUS 181 Micro App I: Word Processing (1)
- ___ BUS 183 Micro App I: Spreadsheet (1)
- ___ BUS 189 Micro App I: Electronic Bus Pres (1)
- ___ BUS 246D Micro App I: Web Design (2)
- ___ CAD 131A Computer Graphics I (3)
- ___ CAD 131B Computer Graphics I (2)
- ___ CST 105 Industrial Computer Applications (2)

HUMANITIES and FINE ARTS (3 Credits)

Art

- ___ A 101 Art Appreciation (3)
- ___ A 107 Drawing I (3)
- ___ A 201 Art History Survey: Prehistoric to Medieval (3)
- ___ A 202 Art Hist Survey: Renaissance to Contemp (3)

Business/Leadership

- ___ IDS 120 Introduction to Leadership Concepts (3)

Foreign Language

- ___ LG 100 Conversational Spanish (2)
- ___ LG 101 Spanish I (5)
- ___ LG 102 Spanish II (5)
- ___ LG 201 Spanish III (3)

History

- ___ HIS 101 United States History to 1877 (3)
- ___ HIS 102 United States History since 1877 (3)
- ___ HIS 103 History of Western Civilization I (3)
- ___ HIS 104 History of Western Civilization II (3)
- ___ HIS 202 Introduction to Ancient History (3)

Library Science

- ___ LS 102 Children's Literature (3)

Literature

- ___ ENG 104 Introduction to Literature (3)
- ___ ENG 202 American Lit: Pre-Colonial to Civil War (3)
- ___ ENG 208 Introduction to Short Story (3)
- ___ ENG 209 American Lit: Reconstruction to Pres (3)
- ___ ENG 210 World Lit: Beginnings to Renaissance (3)
- ___ ENG 211 World Lit: Enlightenment to Present (3)
- ___ ENG 212 British Literature: Middle Ages to 1800 (3)
- ___ ENG 213 British Literature: 1800 to Present (3)
- ___ ENG 215 Diverse Voices in Literature (3)

Music

- ___ M 103 Music History/Appreciation (3)
- ___ M 146 Musical Theatre History (3) (= to TH 146)
- ___ M 162 Introduction to World Music (3)
- ___ M 223 History of Jazz (3)

Philosophy

- ___ PHI 101 Introduction to Philosophy (3)
- ___ PHI 102 Introduction to Ethics (3)
- ___ PHI 103 Logic & Critical Thinking (3)
- ___ PHI 105 Religions of the World (3)

Photography

- ___ PHO 107 History of Photography (3)

Speech

- ___ SP 103 Oral Interpretation (3)
- ___ SP 105 Interpersonal Communication (3)

Theatre

- ___ TH 105 Introduction to Drama (3)
- ___ TH 108 History/Appreciation of Theatre Arts (3)
- ___ TH 146 Musical Theatre History (3) (= to M 146)
- ___ TH 208 Film Appreciation (3)

SOCIAL & BEHAVIORAL SCIENCES (3 Credits)

Anthropology

___ ANT 112 General Anthropology (3)

Criminal Justice

___ CJ 100 Intro to Criminal Justice (3)

___ CJ 120 Juvenile Delinquency and Justice (3)

Business

___ BUS 101 Introduction to Business (3)

___ BUS 102 Personal Finance (3)

___ BUS 125 Human Resources (3)

___ BUS 127 Principles of Entrepreneurship I (3)

___ BUS 203 Macroeconomics (3)

___ BUS 204 Microeconomics (3)

Geography

___ GEO 212 World Regional Geography (3)

Political Science

___ POL 100 United States Government (3)

___ POL 101 Introduction to Political Science (3)

___ POL 115 State & Local Government (3)

Psychology

___ PSY 101 General Psychology (3)

___ PSY 105 Industrial & Organizational Psychology (3)

___ PSY 205 Human Growth & Development (3)

Sociology

___ SOC 101 General Sociology (3)

___ SOC 102 Marriage & the Family (3)

___ SOC 104 Introduction to Social Work (3)

MATHEMATICS OR SCIENCES

**Math/Science Requirement fulfilled by degree requirements in Electrical.

Note: Technical courses can be no more than 5 years old.

Revised 8/2020

Degree Requirements (53 credits)

___ ELE102 Safety (OSHA 10) (1)

___ ELE112 AC/DC Circuits I (4)

___ ELE125 Generators & Transformers (3)

___ ELE122 Residential Wiring I (4)

___ ELE115 Print Reading (2)

___ ELE132 Commercial Wiring I (4)

___ ELE135 Troubleshooting Techniques (4)

___ ELE142 National Electrical Code 1 (4)

___ ELE152 Industrial Wiring & Design (4)

___ ELE162 Electrical Motor Operation & Control (5)

___ ELE163 Electrical Motor Operations & Control II (5)

___ ELE165 Blueprints & Schematics (3)

___ ELE172 Fundamentals of PLC's (2)

___ ELE175 Troubleshooting Techniques II (4)

___ ELE182 National Electrical Code II (4)