

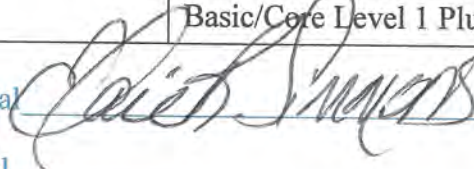
New Program Request Form

CA1

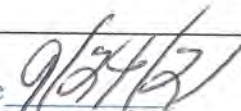
General Information

| | |
|--|--|
| Institution submitting proposal | Barton Community College |
| Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i> | Elaine Simmons, Vice President of Instruction (620) 792-9214, simmonse@bartoncc.edu |
| Identify the person responsible for oversight of the proposed program | Mary Foley Executive Director of Workforce Training and Economic Development |
| Title of proposed program | Plumbing |
| Proposed suggested Classification of Instructional Program (CIP) Code | 46.0503 plumbing Technology/plumber |
| CIP code description | A program that prepares individuals to practice as licensed plumbers by applying technical knowledge and skills to lay out, assemble, install, and maintain piping fixtures and systems for steam, natural gas, oil, hot water, heating, cooling, drainage, lubricating, sprinkling, and industrial processing systems in home and business environments. Includes instruction in source determination, water distribution, waste removal, pressure adjustment, basic physics, technical mathematics, blueprint reading, pipe installation, pumps, welding and soldering, plumbing inspection, and applicable codes and standards. |
| Standard Occupation Code (SOC) associated to the proposed program | 47-2152 Plumbers, Pipefitters, and Steamfitters |
| SOC description | Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems. Includes sprinkler fitters. |
| Number of credits for the degree <u>and</u> all certificates requested | Technical Certificate A/16 credit hours |
| Proposed Date of Initiation | Spring 2022 (AY22) |
| Specialty program accrediting agency | NA |
| Industry certification | National Center for Construction Education and Research Basic/Core Level 1 Plumbing |

Signature of College Official



Date



Signature of KBOR Official

Date

Narrative

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

***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.*

Program Rationale

- Provide an overall explanation and background surrounding the development of the proposed program. Include where the idea came from, who was involved, and why the program is needed.

Barton Community College (BCC) has operated a Plumbing program since 2015. The existing plumbing program was in partnership with the Kansas Department of Corrections (DOC) to provide training to incarcerated individuals at a partner facility. Due to recent DOC contract changes, the Plumbing program offered at the correctional facility has been discontinued. The initial approval of the program (TEA 3/26/2015 and Board 4/17/2025) specifically stated the program was intended for the correctional facility only. BCC is requesting approval to offer the program at the Great Bend campus.

In the last three years, BCC has graduated 56 students with a certificate in Plumbing. With the success of the program within the correctional setting, BCC feels the program has the potential to be successful on the Barton County campus.

Program Description

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

Students will gain plumbing skills through this training that may be used in residential and commercial settings. They will learn to install, maintain, and repair many types of pipe systems including water, waste disposal, drainage and gas systems in homes, commercial and industrial buildings. Upon successful completion of the certificate program, students will receive industry certification in National Center for Construction Education and Research (NCCER) Basic/Core Level 1 Plumbing.

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

Certificate Seeking: A student seeking a certificate from Barton is not required to submit secondary education documents to meet certificate completion requirements. Students seeking a degree from Barton should meet with their academic advisor prior to sending any post-secondary transcripts to Barton.

The following degree- or certificate-seeking students will be admitted as Regular Students:

- The student must declare a degree or certificate program of study, and
- A graduate of an accredited high school, or
- A graduate of a recognized home school, or
- A student who has passed the General Education Development (G.E.D.) examination.

Graduation requirements

- Student must complete the required 16 credit hours and maintain an overall grade point average of 2.0 to be eligible for certificate completion.

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.

The Kansas Department of Labor Long-term Occupation Projections 2018-2028 indicate a statewide change of employment for Plumbers, Pipefitters, and Steamfitters of 6.1% with an annual median wage of \$52,780 (\$25.38 per hour) with a high school diploma or equivalent as the typical education needed for entry. Annual openings equate to 619 jobs per year. The Plumbers, Pipefitters, and Steamfitter occupation shows 42nd out of 197 occupations listed on the High Demand High Wage Occupations for Kansas.

Emsi job posting analytics show that from August 2020 to August 2021, roughly 2,426 total postings (669 unique postings) were advertised statewide with a median advertised wage of \$25.05 per hour.

- 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.

Appendix A.

- Describe how the proposed program supports the Perkins Comprehensive Local Needs Assessment.

Data received from the Kansas board of Regents for the 2020 Perkins Needs Assessment indicates there is an average of 50 job openings each year in the Great Bend region, with an entry-level annual wage of \$36,168. Statewide, the number of annual job openings is 74, with an entry-level annual wage of \$40,101 and a median annual wage of \$53,455. Two-year concentrator data was unavailable due to the Plumbing program being newly-implemented, but will be included in the 2022 Needs Assessment. In addition, long-term Kansas job growth projections (2018-2028) indicate an employment increase of 6% in the industry (<https://klic.dol.ks.gov/>).

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

There is no specific business and industry partnership.

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.

Currently, two stand-alone plumbing programs exist in the state. Barton's previous program in connection with KDOC and Johnson County Community College, which started in AY21. K-TIP data is not available for either program as one was for a correctional facility and the other is too new for K-TIP reporting.

Two colleges, Highland Community College and North Central Kansas Technical College, include plumbing content in their HVAC programs.

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

This program was developed in 2015 in collaboration with KDOC. BCC is open to collaborations with other institutions if the opportunity presents itself.

Program Information

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

Appendix B.

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

No additional pathways or 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.

16-hour Plumbing Certificate

| Prog Code | Crs # | Title of Course | # of Hrs | Req/Elect | Delivery Method |
|--------------|-------|--------------------------------|-----------|-----------|-----------------|
| CRFT | 1001 | Introductory Craft Skills | 3 | Required | F2F |
| CRFT | 1010 | Safety Orientation (OSHA 10) | 1 | Required | F2F |
| PLMB | 1001 | Plumbing Safety | 2 | Required | F2F |
| PLMB | 1020 | Introduction to Plumbing | 3 | Required | F2F |
| PLMB | 1030 | Plumbing Fixtures and Fittings | 4 | Required | F2F |
| PLMB | 1010 | Plumbing Systems | 1 | Required | F2F |
| PLMB | 1040 | Commercial Drawing | 2 | Required | F2F |
| TOTAL | | | 16 | | |

(Note: F2F means face-to-face)

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

No program accreditation is available for this program.

Faculty

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

BCC requires all plumbing faculty to possess an associate degree or higher in plumbing or related field and/or professional certification and a minimum of two years of relevant professional experience. All instructors for this program will be required to obtain NCCER core certification within 6 months.

Current faculty member has been a Master Plumber for 30+ years with experience in all aspects of the position, including installation and repair of fittings, fixtures, boilers, and water lines. He also has collaborated with other contractors, inspectors, and architects on jobsites.

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.).

BCC's Plumbing program will be located in the campus space previously occupied by the Automotive program. The total shop space is approximately 9,800 square feet and will be divided to provide nearly 4,900 square feet to the Plumbing program. This space will include a classroom to accommodate 20 students, tool room, and a shop workspace.

All startup costs for this program were accounted for during the initial program in 2015. Equipment, tools, supplies, technology, software, and teacher supplies/materials have been relocated from the correctional facility to campus. Facility renovations were funded through savings the college has from the closing of the Automotive program and sale of the associated equipment.

- Provide detail on **CA-1a form**.

The Plumbing program is an existing program. All costs for the program will be paid through student tuition, fees, course fees, local mil, and state aid.

Appendix C

- Provide Excel in CTE fee details on the **CA-1b form**.

Appendix D

- If the program is requesting Perkins funds, provide details on the **CA-1c form**.

The Plumbing program is already approved for Carl D. Perkins funds.

- If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form**.

Plumbing is already an approved KS Promise Act eligible program at Barton Community College.

- 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.

Not applicable

Program Review and Assessment

- Describe the institution's program review cycle.

BCC CTE programs go through a biennial instructional review process. Once the instructional review is completed, program administration provide quarterly goal updates to the Dean of Workforce Training and Community Education and the Vice President of Instruction.

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)

Appendix E

Submit the completed application and supporting documents to the following:

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

Appendix A

BARTON

COMMUNITY COLLEGE

September 14, 2021

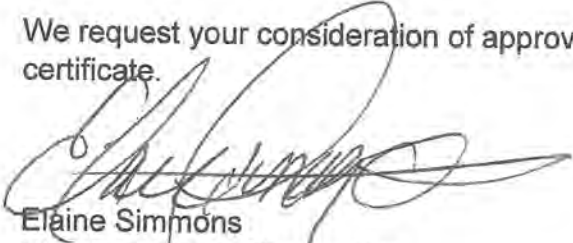
Support Letter – CA2 Application (Plumbing Certificate)

Barton Community College has provided correctional education since 2001 and has been a contract provider for the Kansas Department of Corrections (KDOC) since 2013. Shortly after receiving our first contract, we expanded our career technical education offers. An application for a Plumbing certificate was submitted and approved by the Kansas Board of Regents. The approval was limited to delivery at the correctional facility.

Earlier this year, KDOC released a RFP to serve Kansas correctional facilities across the state. Barton was awarded a continuing contract; however, funding was critically reduced. In response, the College has adjusted its program offerings at the correctional facilities. One change is the removal of the Plumbing certificate.

We would like to shift delivery of the Plumbing certificate to our Barton County campus. We have a dedicated instructor, committed space and are prepared to provide equipment and tool resources that cannot be shifted from the correctional facility to campus. We continue to identify area employers who have expressed employment need and support for the availability of the Plumbing program.

We request your consideration of approving a location change for the Plumbing certificate.



Elaine Simmons
Vice-President of Instruction

A & F Enterprises, Inc.

170 W Broadway, PO Box 384

Hoisington, KS 67544

Phone - (620) 653-4687

Fax - (620) 653-4568

State Certified Master Mechanical
State Certified Master Plumbing

July 27, 2021

Barton Community College
245 NE 30 RD
Great Bend, KS 67530

To Whom It May Concern,

It is our pleasure to write this letter in support of the proposed plumbing program at Barton Community College.

Being in the Industry for 50 years we have hired a lot of young individuals. The first year of their employment is mostly training and learning. We believe a program in this area would fast track the students' knowledge to the plumbing industry and make them aware of what is expected of them to be a contributing member of anyone's operation.

In conclusion, we fully support the efforts of Barton Community College as they seek to implement a plumbing program that will benefit the student, the community, the college and the Industry is a win win for all.

Respectfully,



Mike Harmon, President
A & F Enterprises, Inc.
170 W Broadway
P.O. Box 384
Hoisington, KS 67544



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Tests

Financing
Available WAC

To:
May Foley
Executive Director of Workforce Training
Barton County Community College
620-792-9278
foleym@bartonccc.edu

Re: Proposed Plumbing Curriculum

I was very pleased to hear that Barton Co. was looking to implement a Plumbing program that would be available to students and adults looking to make a career in the plumbing trades.

As the owner of a business that has served the Larned area since 1965, I am acutely aware of the shortage of skilled labor entering the trades, Plumbing and HVAC. The shortage has been coming over the past 15-20 years and is coming to a crisis point now. The demand for skilled labor is growing but the supply of people entering the trades is low.

As such, I and my company would be willing to support this endeavor by acting as advisors to the class and students, supply knowledge or training on a case-by-case basis. We have Sewer/Drain cleaning machines, Video Inspection Camera, Locating equipment and a Water-Jetter drain cleaner that we would be happy to bring over for demonstration and hands on experience.

Depending upon need, we would be happy to talk to our distributors in support of the program as well.

Depending upon scheduling and availability, offering an internship or scholarship would also be acceptable.

The sooner this program is implemented the faster changes can be made in the lives of the students by offering a career path, local business's by providing skilled labor and to local communities by offering employment opportunities and services to local residents.

While I know Plumbing is the main focus, please consider expanding the program to include HVAC classes as well. There is just as high a need in that Trade as well.

Thank You
Steven Lewis

Steven Lewis

620-285-3947 | steven@mycomfortsite.com | 622 Topeka Street | Larned KS 67550



HEATING ~ AIR CONDITIONING ~ PLUMBING

P.O. BOX 109 Great Bend KS 67530

Great Bend: 503 Williams 620-793-4208

Russell: 337 W. Wichita Ave 785-483-6568

Larned: 301 W. 14th 620-285-3966

Fax: 620-793-4209

EMAIL ~ comfortproks@comfortproks.com

**Barton Community College
245 NE 30 Rd
Great Bend KS 67530**

August 12, 2021

It has been brought to my attention that BCC is looking into offering a plumbing program at the Great Bend campus. In our opinion here at Comfort Pro, we believe this will be huge benefit to this area. Just in our company alone, we employ 30 technicians in the Great Bend, Larned and Russell area. Currently, we are looking for at least 4 technicians to fill vacant service trucks.

I work with NCK Technical College out of Hays and Beloit and I have been on their advisory boards in the past. The major issue for us is the lack of interest of students to move in this direction after graduation. I strongly believe if BCC could make area high school students aware of this program (and the potential salaries/benefits involved), we could keep more individuals here instead of attending a 4-year program for a business major just to find a lack of jobs available.

As a company that also provides heating, cooling, refrigeration and electrical services, we would strongly recommend looking into those areas for future programs.

I was unable to attend the first advisory board meeting due to a family vacation that week. I would be more than happy to be involved in any way possible. Comfort Pro Inc will gladly supply materials (piping, fittings, etc.) and entertain other financial needs. We would welcome an intern program and will consider employment for those individuals.

Thank you

Barry Stalcup

September 7, 2021

Mary Foley
Barton Community College
245 NE 30 Rd
Great Bend, KS 67530

Mary,

I am happy to hear that Barton Community College is interested in pursuing the opportunity to offer a Plumbing program! I am writing this letter in support of that opportunity.

I have owned and operated Moeder Plumbing, Heating and Air in Great Bend, Kansas for thirty nine years. The business has offered me the opportunity to learn and practice a life-long trade that has provided a respectable salary and benefits

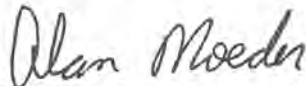
We are definitely experiencing a lack of qualified applicants to work in the Plumbing field. I have had two applicants in the last two years, neither of which had qualifications that I would hire them. In my opinion, in the last 10 years there have been less applicants overall.

I would be interested in helping to interview students and offer an internship. If there is a good applicant, I would be open to hiring them as well.

I would be happy to be a guest speaker at any of the classes.

I appreciate the opportunity to be a part of this new program and wish Barton Community College all the best!

Sincerely,



Alan Moeder
Owner, Moeder Plumbing, Heating and Air



Heating & Air Conditioning Plumbing Electrical Water Conditioning Remodeling Duct Cleaning Superior Spas Pool Supplies

09/09/21

Barton Co Community College

245 NE 30 RD

Great Bend, KS 67530

RE: Plumbing Program

Dear Sirs:

Stueder Contractors, Inc has been in business In Great Bend, Ks for over 37 years. We provide plumbing, heat/air, electrical and water treatment sales and service to Central Kansas. Our Plumbing Manager, Alan Crowther, who has his Master Plumbing license, has been with us for over 30 years. He attended the meeting you had about adding a Plumbing Program to your curriculum. Our owner, Terry Stueder, and Alan are very excited about this possibility. They both feel this will be extremely beneficial for our business as finding qualified plumbers has been a challenge in recent years. We are certain that other plumbing businesses in the area feel the same way as we have all experienced the plumber shortage. We have hired inexperienced help and have spent many months training them which slows down our productivity during the learning phase. We have offered internships in the past and would be willing to offer this to students in the program. We have also hired many of our techs out of vo-tech schools and would be very willing to interview and hopefully hire some great plumbing students.

Sincerely,

Marla Poppelreiter

Business Manager

Stueder Contractors Inc.

Appendix B

Plumbing Course Descriptions

CRFT 1001 -- Introductory Craft Skills

This course introduces students to the construction trades. The course covers safety, construction math, hand tools, power tools, blueprint reading, rigging, communication skills, and employability skills.

CRFT 1010 -- Safety Orientation (OSHA 10)

This course provides construction safety and health training to entry level workers. Instruction includes information regarding; construction industry and workplace occupation safety & health guidelines, worker's rights, employer responsibilities, and the correct procedures to file a complaint.

PLMB 1001 -- Plumbing Safety

This course reviews the common causes of plumbing-related accidents and injuries. Students will learn to identify hazardous situations, unsafe conditions and how to handle and respond to these situations and conditions.

PLMB 1020 -- Introduction to Plumbing

This course introduces with the tasks and responsibilities of professionals in the construction industry. Course topics include: proper use, care, and maintenance of basic plumbing tools used to measure, lay out, cut, drill, bore, and ream. Basic math, construction drawings, and applicable code requirements are also included.

PLMB 1030 -- Plumbing Fixtures and Fittings

This course covers basic types of materials used in the manufacturing of plumbing fixtures and the mechanics of fixtures and faucets. The course also introduces the types of materials, schedules, and applications of plastic, copper, cast-iron, and steel piping. Properly measuring, cutting, and joining techniques for all piping materials are included.

PLMB 1010 -- Plumbing Systems

This course explains the factors that influence Drain, Waste, Vent, and distribution system design and how different types of drains, fittings, vents, and pipe are used to distribute water and move waste in a building.

PLMB 1040 -- Commercial Drawing

The course covers identification and interpretation of civil, architectural, structural, HVAC/mechanical, plumbing, and electrical drawings. Students will learn how to use the drawings to ensure accurate dimensions, generate RFIs, locate plumbing entry points, and establish piping routes and fixture locations.

Competency Profile

Upon completion of this certificate, the student will be able to do the following:

1. Describe the history of the plumbing profession.
2. Practice workplace safety in the use of tools and equipment.
3. Define the concepts and procedures of correct use and maintenance of tools and equipment in order to provide safe and efficient service.
4. Define procedures and processes of the uses of materials in order to measure, cut and fit pipe to provide safe and legal plumbing and water supply systems.
5. Identify the responsibilities of a person working in the plumbing industry.
6. State the personal characteristics of a professional.
7. Identify the stages of progress within the plumbing profession and its positive impact on society.
8. Identify how green technology is incorporated into plumbing.

Appendix C

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: Barton Community College

Proposed Program: Plumbing

| <u>IMPLEMENTATION COSTS</u> | | | | | |
|--|----|--|---------------------------------|----------------|-----------------|
| Part I. Anticipated Enrollment | | | Implementation Year Spring 2022 | | |
| Please state how many students/credit hours are expected during the initial year of the program? | | | | | |
| | | | Full-Time | Part-Time | |
| A. Headcount: | | | 12 | -- | |
| Part II. Initial Budget | | | Implementation Year 2022 | | |
| A. Faculty | | | Existing: | New: | Funding Source: |
| Full-time | #1 | | \$ 60,517 | \$ | College Budget |
| Part-time/Adjunct | # | | \$ | \$ | |
| | | | Amount | Funding Source | |
| B. Equipment required for program | | | \$ | | |
| C. Tools and/or supplies required for the program | | | \$5,100 | Student Fees | |
| D. Instructional Supplies and Materials | | | \$2,000 | College Budget | |
| E. Facility requirements, including facility modifications and/or classroom renovations | | | \$65,000 | College Budget | |
| F. Technology and/or Software | | | \$10,000 | College Budget | |
| G. Other <i>(Please identify; add lines as required)</i> | | | | | |
| Total for Implementation Year | | | | | |

| <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: | | | 24 | 8 | |
| Part II. Ongoing Program Costs | | | First Two Years | | |
| A. Faculty | | | Existing: | New: | Funding Source: |
| Full-time | #1 | | \$62,330 | \$ | College Budget |
| Part-time | # | | \$ | \$ | |
| | | | Amount | Funding Source | |
| B. Equipment required for program | | | \$500 | College Budget, Perkin's Grant, or Student Fees | |
| C. Tools and/or supplies required for the program | | | \$5,400 | Student Fees | |
| D. Instructional Supplies and Materials | | | \$2,500 | Student Fees | |
| 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> | | | | | |
| Total for Program Sustainability | | | \$70,730 | | |

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

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

All startup costs for this program were accounted for during the initial program in 2015. Equipment, tools, supplies, technology, software, and teacher supplies/materials have been relocated from the correctional facility to campus. Facility renovations were funded through savings the college has from the closing of the Automotive program and sale of the associated equipment.

Submit the completed application and supporting documents to the following:

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

Appendix D

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: | Barton Community College |
| Program Title: | Plumbing |
| Program CIP Code: | 46.0503 |

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

| Fee | Short Description | Amount |
|-------------------|--|--------|
| Tool Kit | Students will be asked to purchase a set of tools, that they will use in class. Upon completion of the program they will keep these tools to use once employed in the field. | \$320 |
| NCCER Testing Fee | NCCER testing fees | \$66 |
| | | |
| | | |
| | | |

*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 |
|---|--|--------|
| CRFT1001 Intro to Craft Skills | Consumables-Lumber, pipe, saw blades, hand torch with gas, steel/copper/PVC pipe | \$85 |
| CRFT1010 Safety Orientation (OSHA10) | No fee | \$0 |
| PLMB1001 Plumbing Safety | PPE- Goggles, gloves, ear protection | \$85 |
| PLMB1020 Introduction to Plumbing | PVC, copper, and steel pipes with fittings | \$85 |
| PLMB1030 Plumbing Fixtures and Fittings | PVC, CPVC, PE, PEX, copper, cast iron, steel pipes, and finish supplies | \$85 |
| PLMB1010 Plumbing Systems | PVC, copper, PEX, steel, cast iron pipes and finish supplies | \$85 |
| PLMB1040 Commercial Drawing | Copper piping | \$85 |

*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 |
|------|-------------------|------------------|
| | | |
| | | |
| | | |

Appendix E

**Plumbing
Curricular Approval Matrix (CAM)
Executive Summary
7/26/2021**

Project Rationale:

The plumbing certificate program was originally approved to serve our correctional partner, Larned Correctional Facility (LCMHF); however, with the change in the Kansas Department of Corrections provider contract, the College would like to shift this program to the Barton County (GB) campus. According to O*Net the state of Kansas will see a 6% growth in the plumbing industry. There is a projected 620 annual job openings, and annual wages averaging \$55,090. The College has ample space to support the program with the closure of its automotive program.

The College would like to maintain the approval to offer the program at LCMHF with the hope we could support programming at both the correctional facility and the Barton County (GB) campus in the future.

Program of Study

The Plumbing program is a 16 hour program, covering the following topics.

Certificate (Total Credit Hours – 16)

Courses must be taken in the order outlined below.

| REQUIREMENTS | | | |
|---|------|------|--------------------------------|
| <small>See Advisor for Transfer Information</small> | | | |
| <input type="checkbox"/> | CRFT | 1001 | Introductory Craft Skills |
| <input type="checkbox"/> | CRFT | 1010 | Safety Orientation (OSHA 10) |
| <input type="checkbox"/> | PLMB | 1001 | Plumbing Safety |
| <input type="checkbox"/> | PLMB | 1020 | Introduction to Plumbing |
| <input type="checkbox"/> | PLMB | 1030 | Plumbing Fixtures and Fittings |
| <input type="checkbox"/> | PLMB | 1010 | Plumbing Systems |
| <input type="checkbox"/> | PLMB | 1040 | Commercial Drawing |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| TOTAL | | | 16 |

Note: After successful completion of this coursework, students will receive NCCER Level 1 Certification.

Review Date: 07/18
Effective Date: 12/14

Upon successful completion of the plumbing certificate, students will have obtained NCCER Level 1 certification and an OSHA 10 card. The plumbing program will utilize the former automotive space for their shop and classroom. There is one full time faculty member who will make the transition from the correctional facility to the campus program.

The program will be taught one more semester (Fall 2021) at Larned Correctional Facility. Starting in spring 2022 the program will only be offered on the Great Bend campus.

Respectfully Submitted By:

Mary Foley, Executive Director Workforce Training and Economic Development
Jeff Meyer, Plumbing Instructor/Coordinator
Dr. Kathy Kottas, Dean of Workforce Training and Community Education

Plumbing Advisory Board Meeting Agenda

| | | | |
|-------------------------|------------------------|--------------|----------------|
| Team Name: | Plumbing | Date: | August 5, 2021 |
| Process/Project: | Advisory Board Meeting | Time: | 7:30 am |
| Recorder: | Teri Smith | Room: | T-178 |

Meeting Facilitator: Mary Foley/Jeff Meyer

Advisory Board Members:

| Name | Business | Title | Present |
|----------------|--------------------------|---|---------|
| Elaine Simmons | Barton Community College | Vice President of Instruction | X |
| Kathy Kottas | Barton Community College | Dean of Workforce Training & Community Education | X |
| Mary Foley | Barton Community College | Executive Director of Workforce Training & Economic Development | X |
| Jeff Meyer | Barton Community College | Instructor/Coordinator, Plumbing | X |
| Chris Baker | Barton Community College | Executive Director of Healthcare & Public Service | X |
| Alan Crowther | Stueder Contractors | Master Plumber | X |
| Aaron Campbell | Rube's Heating & Air | Master Plumber | |
| Brian Pedigo | Rube's Heating & Air | Owner | |
| Will Tice | City of Larned | City Inspector | |
| Steve Lewis | Comfort Systems, Larned | Master Plumber | |
| Barry Stalcup | Comfort Pro | Owner | |
| Mike Harmon | A & F Enterprises | President | |
| Alan Moeder | Moeder Plumbing | Owner | |
| | | | |
| | | | |

| Presenter | Key Discussion Points | Actions Needed | Actions Taken |
|--------------------|---|--|--|
| Mary Foley | <ul style="list-style-type: none"> • Introductions <ul style="list-style-type: none"> ○ Advisory Board ○ Barton Faculty and Staff | | <ul style="list-style-type: none"> • Alan Crowther Master Plumber with Stueder Contractors • BCC staff |
| Mary Foley | <ul style="list-style-type: none"> • Role and Function of the Advisory Board • How Advisory Board can assist with achieving program goals | | <ul style="list-style-type: none"> • An explanation of the advisory board function was given to the new advisory board member, including an outline of general time requirements for members, importance of member's role, and how members can help students succeed in their new career. |
| Mary Foley | <ul style="list-style-type: none"> • Recruitment Ideas | | <ul style="list-style-type: none"> • Recruit at the high schools • A career for individuals who like the challenge of varied jobs and enjoy hands on work. • The target demographic won't have great communication skills; thus, this will need to be addressed in the curriculum. • Recruitment should be approached with a simplistic manner. |
| Jeff Meyer | <ul style="list-style-type: none"> • Current Curriculum Content in Correctional Setting | <ul style="list-style-type: none"> • Consider possibly including coursework on codes. | <ul style="list-style-type: none"> • The curriculum currently being taught in the correctional facilities prepares students with basic, yet broad knowledge to enable student to enter the workforce upon release. • Skills gained include technique, safety, codes, and ethics. • Students in corrections are prepared to sit for the NCCER- nationally recognized credential. |
| Chris Baker | <ul style="list-style-type: none"> • Programming in the Correctional Facilities | | <ul style="list-style-type: none"> • The purpose of the educational programs at the correctional facilities is to reduce recidivism. |

| | | | |
|--------------------------|---|----------|--|
| | | | <ul style="list-style-type: none"> ● Plumbing has become a popular program due to the instructor. ● Approximately 16 students complete per semester. ● There are changes in available programs at the correctional facilities due to a change in contract. |
| <p>Mary Foley</p> | <ul style="list-style-type: none"> ● Curriculum Guide Review ● Acceptance of current curriculum | <p>.</p> | <ul style="list-style-type: none"> ● After review of the curriculum guide, the current curriculum was approved by the new board member present. ● Alan thinks the curriculum teaches all the necessary aspects that employers will want and thinks providing appropriate tools to students will be appealing to employers. ● Tools - will we ask students to purchase tools? Will add to student fee to be covered under FA. ● Employers like to see new employees with essential hand tools when coming into a job. ● Some equipment such as a backhoe requires hands on experience. Jeff would like a back hoe simulator. |

| | | | |
|---|---|---|--|
| <p>Mary Foley/Jeff Meyer</p> | <ul style="list-style-type: none"> • Credentialing Options | <ul style="list-style-type: none"> • Check into the alternative credential that is more widely recognized. | <ul style="list-style-type: none"> • Alternative credential counts for 2 years of experience. • Master Plumbers • In a business, the master plumber has supervisory responsibilities over other staff. • At one time it was a requirement to have master on site at all times. • Master credentialing is encouraged, master plumbers are in high demand. • Master's license permits more job potential. • Potential in increase in demand for plumbers with infrastructure bill currently in congress. • Regarding the Master Plumber certification, there is a reciprocation of the credential with some surrounding states. The credential is classified as an international level certification in the State of Kansas. |
| <p>Kathy Kottas Elaine Simmons</p> | <ul style="list-style-type: none"> • College Updates | | <ul style="list-style-type: none"> • A report was not given. |
| <p>Group</p> | <ul style="list-style-type: none"> • Questions & Comments, Ideas | | <ul style="list-style-type: none"> • Hope to start offering plumbing in spring 2022. • There are few management opportunities. The role is not important to plumbers, not a lot more pay, and have more responsibility. • Plumbers are essential. One of the careers you will always have a job. • There is a need in the area. • Retention is a problem. |

| | | | |
|--------------------------|---|--|--|
| <p>Mary Foley</p> | <ul style="list-style-type: none"> Advisory Board Membership | | <ul style="list-style-type: none"> Need to recruit local students who will stay in the community Training is an investment Plan is to teach the certificate in one semester. |
| | | | <ul style="list-style-type: none"> While only one member attended the meeting the Executive Director and instructor have had numerous conversations with additional industry partners. Discussions have been productive and have supported the delivery of the program on the Barton County campus. As documentation to those conversations, there are five letters of support outlining the various way employers will support the program and Barton. |

| Barton Core Priorities/Strategic Plan Goals | | | |
|--|--|--|---|
| Drive Student Success | Cultivate Community Engagement | Emphasize Institutional Effectiveness | Optimize Employee Experience |
| <ul style="list-style-type: none"> Advance student entry, reentry, retention and completion strategies. Commit to excellence in teaching and learning. | <ul style="list-style-type: none"> Expand partnerships across the institution. Reinforce public recognition of Barton Community College. Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions. | <ul style="list-style-type: none"> Develop, enhance, and align business processes. Manifest an environment that supports the mission of the college. | <ul style="list-style-type: none"> Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth. Develop, enhance, and align business human resource processes. |

AGENDA/MINUTES

| | |
|------------------|--|
| Team Name | Learning, Instruction and Curriculum Committee (LICC) |
| Date | 8/11/2021 |
| Time | 3:30 – 4:30 pm |
| Location | Zoom https://zoom.us/j/93618528435 |

| | | | |
|--------------------|------------|-----------------|--------------|
| Facilitator | Brian Howe | Recorder | Sarah Riegel |
|--------------------|------------|-----------------|--------------|

| Team members | | | | | | | | Present x | Absent O |
|--------------|------------------------|---|------------------------|---|---------------------------------|---|--------------------|-----------|----------------|
| | Team 1 | | Team 2 | | Team 3 | | Additional | | Non-voting |
| o | John Mack Team Lead | x | Sara Hoff Team Lead | x | Erika Jenkins-Moss Team Lead | x | Lori Crowther | x | Kathy Kottas |
| x | Brenda Glendenning | x | Todd Mobray | o | Jaime Abel | x | Kurt Teal | x | Lee Miller |
| x | Karly Little | x | Chris Vanderlinde | x | Marlo Chavarria | x | Karen Kratzer | x | Claudia Mather |
| x | Randy Allen | x | Laura Schlessiger | o | Mary Doyle | x | Megan Schiffelbein | | Elaine Simmons |

| Guest | | | | | | | | | |
|-------|---------------|---|------------|---|---------------|--|--|--|--|
| o | ReGina Casper | x | Mary Foley | x | Jo Harrington | | | | |
| x | Chris Baker | x | Vic Martin | | | | | | |

| Action Items | Reporter | New/ Revised | Effective Semester |
|--|-----------------|-------------------|---------------------------|
| WGHT 1106 Weights and Measures Mathematics <ul style="list-style-type: none"> • New Course • Team 2 Review • Created this course for those in the Scale Technician Program (one semester program) who can't take College Algebra or Tech Math due to placement scores • This is not a transfer course • Motion to approve by Chris, Karly 2nd • Approved | Vic Martin | New | Fall 2021 |
| BUSI 1609 Business Statistics <ul style="list-style-type: none"> • Revised Course: Prerequisite change • Team 3 Review • Add MATH 1824 to the prerequisites • Motion to approve by Chris, Marlo 2nd • Approved | Jo Harrington | Revised | Spring 2022 |
| Syllabi Submitted to Inactivate | Reporter | Inactivate | Effective Semester |
| MLTR 1001, MLTR 1020 | Terri Mebane | X | Fall 2021 |
| CHLD 1550 | Mary Foley | X | Spring 2022 |
| Other Items | Reporter | | |
| Plumbing Executive Summary | Mary | | |

| | | | |
|--|-------|--|--|
| <ul style="list-style-type: none"> • Requesting KBOR approval to offer Plumbing at the main campus starting Spring 2022 • Previously approved by KBOR and offered at Larned Correctional Facility • Due to the change in the KDOC provider contract we want to move the plumbing program to the main campus | | | |
| Early Childhood Executive Summary <ul style="list-style-type: none"> • Removing CHLD 1550 from the course requirements • CHLD 1550 was designed to assist students to sit for the Child Development Associate (CDA) credential; this credential is no longer needed for students to find employment | Mary | | |
| Nursing Executive Summary <ul style="list-style-type: none"> • Adding Interpersonal Communications as an alternative to Public Speaking | Chris | | |
| Team Member Rotations <ul style="list-style-type: none"> • Brenda, Karly, Jaime and Erika will rotate off in August • Megan and Renae Skelton will join | Brian | | |

Absent: Mary Doyle have no concerns. Voted in advance to approve should majority agree.

ENDS:

ESSENTIAL SKILLS
 WORK PREPAREDNESS
 ACADEMIC ADVANCEMENT
 "BARTON EXPERIENCE"

REGIONAL WORKFORCE NEEDS
 BARTON SERVICES AND REGIONAL LOCATIONS
 STRATEGIC PLAN
 CONTINGENCY PLANNING

Barton Core Priorities/Strategic Plan Goals

Drive Student Success

1. Advance student entry, reentry, retention and completion strategies.
2. Commit to excellence in teaching and learning.

Cultivate Community Engagement

3. Expand partnerships across the institution.
4. Reinforce public recognition of Barton Community College.
5. Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions.

Emphasize Institutional Effectiveness

6. Develop, enhance, and align business processes.
7. Manifest an environment that supports the mission of the college.

Optimize Employee Experience

8. Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth.
9. Develop, enhance, and align business human resource processes.

**President's Staff Meeting
9:00 a.m. – A-113
August 16, 2021**

Plumbing Executive Summary – Mary Foley presented and there were no concerns.

Grants & Contracts – Kurt/Cathie

Kurt shared updates and that NPETE asked Barton to facilitate an additional 10 classes – the contract will be updated and sent through for review. Kurt shared that masks and social distancing are being observed on post regardless if you have been vaccinated or not.

Cathie had no new updates...work continues on CKUB and BCUB and continue to wait to hear more on EOC.

HLC Accreditation Update – Myrna shared that she presented an Accreditation update last week.

- Kansas Promise Act – Myrna shared numbers on the Kansas Promise Act and is excited for the many opportunities for continued review and improvement.

Instruction – Elaine

- Compliance Matrix – No Updates.

Information Services – Michelle

- No new technology in classrooms. If there are technology issues in classrooms/labs, call ext. 100 for an immediate response from IT.
- KnowBe4 happy clicker training participants will be identified soon and supervisors will be copied.
- New employees should be receiving notification from KnowBe4 that they need to take the mandatory training within 2-3 weeks following employment start date. Quick review indicated new employees and supervisors are not receiving these notifications.

Institutional Research – Todd

- Not eliminating Access or Power BI, eliminating unused reports.
- Institutional Effectiveness vs Institutional Research? No job titles with Effectiveness...will work to update web pages to research for consistency.
- Question regarding order of ENDS presentations was asked as to why they are in the order that they are now? No concerns were expressed to present them in order as listed.

Board of Trustees Meeting – Carl

Dr. Heilman gave a brief rundown of the agenda, identifying there will be a Revenue Neutral Rate Hearing, leaving time for public questions, followed by the Board adopting a resolution, to levy a property tax rate exceeding the revenue neutral rate. Once the Resolution has been adopted, a budget hearing will be opened for public comment. If there are no questions, the regular meeting will proceed while leaving the budget hearing open before approving the published budget and moving on to finish agenda topics and to the consent agenda.

Foundation Auction – Carl reminded of the upcoming Foundation Auction on Saturday, August 28th and Lindsey Bogner begins her duties and training for the new Executive Director of Institutional Advancement on 09/07/21.

Miscellaneous/Announcements

Brandon provided an update on the BartOnline Marketing Plan with Amperage which will kick off in September.

| <u>Present X</u> <u>Absent 0</u> | | <u>Present X</u> <u>Absent 0</u> | | <u>Present X</u> <u>Absent 0</u> | |
|-------------------------------------|---|-------------------------------------|---|-------------------------------------|---|
| Amye Schneider | X | Todd Mobray | X | Mark Dean | X |
| Carl Heilman | X | Brian Howe | X | Angie Maddy | 0 |
| Michelle Kaiser | X | Cathie Oshiro | X | Coleen Cape | 0 |
| Myrna Perkins | X | Kurt Teal | X | | |
| Elaine Simmons | X | Claudia Mather | X | | |
| Brandon Steinert | X | Kathy Kottas | X | | |
| Trevor Rolfs | X | Julie Knoblich | X | | |

President's Staff Meeting
9:00 a.m. – A-113
August 16, 2021

ENDS:

**ESSENTIAL SKILLS
ACADEMIC ADVANCEMENT
REGIONAL WORKFORCE NEEDS
STRATEGIC PLANNING**

**WORKPLACE PREPAREDNESS
"BARTON EXPERIENCE"
BARTON SERVICES & REGIONAL LOCATIONS
CONTINGENCY PLANNING**

Strategic Goals

Drive Student Success

1. *Advance student entry, reentry, retention and completion strategies.*
2. *Commit to excellence in teaching and learning.*

Cultivate Community Engagement

3. *Expand partnerships across the institution.*
4. *Reinforce public recognition of Barton Community College.*
5. *Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions.*

Emphasize Institutional Effectiveness

6. *Develop, enhance, and align business processes.*
7. *Manifest an environment that supports the mission of the college.*

Optimize Employee Experience

8. *Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth.*
9. *Develop, enhance, and align business human resource processes.*

| AGENDA/MINUTES | |
|----------------|--|
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 8/9/2021 |
| Time | 8:30 – 10:00 am |
| Location | Zoom https://zoom.us/j/5354602075 |

| Facilitator | | Elaine Simmons | | Recorder | | Sarah Riegel | | |
|---|-----------------|----------------|--------------------|----------|------------------|--------------|---|-----------|
| Team members | | | | | | | Present: X | Absent: O |
| x | Whitney Asher | x | Mary Doyle | x | Stephanie Joiner | x | Jeff Mills | |
| x | Chris Baker | o | Erin Eggers | x | Kathy Kottas | x | Todd Mobray | |
| x | Janet Balk | x | Mary Foley | x | Karen Kratzer | x | Jose Palacios | |
| o | Krystall Barnes | x | Lindsay Holmes | x | Abby Kujath | x | Myrna Perkins | |
| o | Matt Connell | x | Brian Howe | x | Karly Little | x | Samantha Stueder | |
| o | Tana Cooper | x | Judy Jacobs | o | Angie Maddy | x | Laura Stutzman | |
| x | Lori Crowther | x | Erika Jenkins-Moss | x | Claudia Mather | x | Kurt Teal | |
| Ex-Officio members | | | | | | | | |
| o | Nicole Berger | o | Carol Murphy | o | Dee Ann Smith | | | |
| o | Sasha Bingaman | x | Denise Schreiber | o | Brandon Steinert | | | |
| Topics/Notes | | | | | | | Reporter | |
| Check-Up Time! | | | | | | | All | |
| Follow-Up Items: | | | | | | | | |
| <ul style="list-style-type: none"> • Admit Hub Campaign – Bart the Bot is added to all pages of website; campaign texting feature; working on a report to document usage data • Fall 2021 – Past Due Balances Paid Before Enrollment (All Students/All Delivery) – many students are paying; drop list starts Aug. 11; students can apply through FA for help on past due balances; switching to Cash Net today • Transition to ArmyIgniteED – TA is now available; ArmyIgnite is working to combine GB and FR accounts; advisors are unable to upload degree plans (working on) • Definition for the term “student” <ul style="list-style-type: none"> ○ In policy 1132, we actually refer to a definition of the word “student” in a footnote. I am pretty sure this came “with” the policy/procedure from ATIXA. However, it’s pretty broad. Might we consider an abbreviated definition...? See below – ○ <i>For the purpose of this policy, Barton defines “student” as any individual who has accepted an offer of admission, or who is registered or enrolled for credit or non-credit bearing coursework, and who maintains an ongoing relationship with Barton.</i> ○ Even this can lend itself to a broad scope – considering how far in advance of “attendance” students may be <i>enrolled</i>. ○ FERPA: once an enrollment exists they are considered a student ○ On our website under graduation requirements: Students who remain continuously enrolled from time of entry to application for graduation will be held to the catalog requirements in effect when they declare their program of study. “Continuous enrollment” refers to annual Fall and Spring semester enrollment (or equivalent) in a minimum of at least one credit bearing course per semester. Should a student’s enrollment be interrupted, they will be held | | | | | | | Erin Laura Abby Angie, Lori, Stephanie, Todd, Karly & Tana | |

to the guidelines and requirements of the catalog of record at the time of program re-entry.

- IPEDS definition of student counts: The number of individuals for whom instruction is provided in an educational program under the jurisdiction of a school or educational institution.

- **Updated Academic Integrity Statement – Effective in Course Syllabi 2022**

Academic Integrity is scholarship based on honesty, trust, respect, responsibility, fairness, and courage. Barton Community College pledges to uphold these core values of integrity in all aspects of teaching and learning. Students are the authors of submitted work and shall give credit to outside sources and other's work or ideas. In all aspects undertaken by students, faculty, staff, and all other stakeholders of Barton Community College, the following pledge applies: On my honor as a Cougar, I am acting with integrity in academics. I am acting per personal and institutional values and refraining from any form of academic dishonesty, and I will not tolerate the academic dishonesty of others. Acts of academic dishonesty, intended or unintended, are subject to Procedure 2502 Academic Integrity and may result in the grade of XF. Barton defines an XF grade as failure as a result of a violation of Academic Integrity.

- LICC – Approved
- VP Email Sent June 10th
- Concourse Update – Spring 2022
- PTP Discussion – Support & Placement
 - Course Syllabus (yes)
 - Enrollment Form (yes)
 - Enrollment Self-Serve (yes)
 - Portal (yes: Claudia/Samantha)
 - Other locations: Student Handbook, Admission Letter and Student Orientation
 - Consider putting the honor code instead of the whole statement
 - Could we put the statement with a box the student's check stating they agree or acknowledge
 - Consider having annual AI training for all students

Todd

- **Join the BAND (Board for Achieving Normalized Data)**


- Group that will make sure everyone is on the same page with inputting data into Banner
- Representatives for each area of Banner
- Meet quarterly or bi-monthly, probably start this August with new software







Laura







- **Student Information in Banner**

- Ongoing issue with student personal information (address, email, phone number) being outdated
- Discussion items:
 - ✓ Can Banner or other products prompt students to verify/update personal information on a semester basis?
 - ✓ Do we have the capability when students go in to pay a bill they are prompted to update info?
 - ✓ Could this be tied to re-enrollment which would create some incentive for them to update their info? Could Banner ask them to confirm at the time of re-enrollment?

Laura/Claudia

| | |
|--|---|
| <ul style="list-style-type: none"> ✓ Could the reminder to update address and phone number be in Canvas? • Student O365 Email Accounts <ul style="list-style-type: none"> ○ Students need direction to log into O365 and to know it's not tied to Canvas ○ Discussion items: <ul style="list-style-type: none"> ✓ Put this direction on the Portal landing page; put in the announcements ✓ Have some messaging in Canvas reminding them to check O365 • OER Open Textbook – additional schedule type – Done <ul style="list-style-type: none"> ○ Open Textbook (OT) – Courses that use an open textbook but are unable to match the Low-Cost threshold for course materials or lab costs. (NEW) ○ OER Web OT, OER Lecture OT, OER Studio OT ○ Lori will notify Mark, HR and Todd – HR has to work with Elluican to update FLAC ○ This will be available for Spring 2022 scheduling | Lori |
| <p>TA Enrollment Option</p> <ul style="list-style-type: none"> • Working to add a TA enrollment option to LCES classes at FL | Kurt |
| <p>PTP Charter Review</p>  <p>Team Charter 2018.docx</p> <ul style="list-style-type: none"> • Update members • Update the time commitment to meeting monthly | All |
| <p>2021-2022 Curriculum Guide Review</p> <ul style="list-style-type: none"> • Review process to start Fall 2021 <ul style="list-style-type: none"> ○ August 1-September 30 – Teams review guides ○ October 1 – Guides due to Sarah/Denise ○ October 1-31 – Sarah/Denise review guides ○ November 1 – Guides sent to Lori ○ November 1 to January 31 – Lori updates Degree Works ○ February 1-14 - Sarah/Denise will resave guides on the T: drive ○ February 15-28 – Samantha/Brandon complete web updates and ADA compliance ○ February 1 to April 1 – Advisor training (Karen) ○ March 1 – Guides posted on the web – effective for Fall 2022 | All |
| <p>Pre-Professional Healthcare</p> <ul style="list-style-type: none"> • The 13 subcategories are on the admissions application but not in Banner • Advising doesn't know which advisor the student should be assigned to • Admissions can pull a report from Sales Force for the subcategories and send the report to advising • The old curriculum guides for the 13 subcategories will be removed from the web once we do our annual curriculum guide review this fall (Brian, Kathy and Mary Doyle will work on language for the website) • Karen, Mary, Judy, Angie, Brian and Kathy will meet to discuss Pre-Professional Healthcare and STEM programs | Karen, Mary, Judy, Angie, Brian and Kathy |

| | |
|--|--|
| <p>STEM "meta-major"</p>   <p>STEM Associate of Science.docx STEM Education Associate of Science.c</p> <ul style="list-style-type: none"> • Science-Technology-Engineering-Mathematics • Flexible option for students • Effective date – Fall 2022 • Curriculum guides (Sarah) – Done • CIP code (Sarah) – 24.0101 • Major code (Lori) – Done • Banner/Degree Works (Lori) – working on • Advisor assignment/notification (Karen) • Programs of Study page (Samantha/Brian/Kathy) – met and have ideas going • Web updates (Samantha) • Admissions application (Tana) | <p>Brian, Karen, Mary Judy, Angie, and Kathy</p> |
| <p>AA Digital Communications and Content Strategy</p>   <p>DCCS Executive Summary Proposal.doc Digital Communications Cont</p> <ul style="list-style-type: none"> • A student can complete this AA and obtain external certificates • Effective date – Fall 2022 • Curriculum guides (Sarah) – Done • CIP code (Sarah) – 24.0101 • Major code (Lori) • Banner/Degree Works (Lori) • Advisor assignment/notification (Karen) • Programs of Study page (Samantha/Brian) • Web updates (Samantha) • Admissions application (Tana) • HLC/Dept of Ed (Myrna) | <p>Brian</p> |
| <p>AAS Technical Studies Changes</p>   <p>Barton CC 30.0000 7a. CA3 AAS in Applied Tech Studies</p> <ul style="list-style-type: none"> • Program title changed to Applied Technologies • CIP code changed to 30.0000 • Effective date – Fall 2021 • Curriculum guide (Sarah) • KHEDS (Sarah) • Banner/Degree Works (Lori) – Done • Website | <p>Elaine</p> |

| | |
|--|---------------------|
| <p>Plumbing CAM</p>  <p>Plumbing Executive Summary.docx</p> <ul style="list-style-type: none"> • Requesting KBOR approval to offer Plumbing at the main campus • Previously approved by KBOR and offered at Larned Correctional Facility • Due to the change in the KDOC provider contract we want to move the plumbing program to the main campus • No HLC/Dept of Ed notifications needed due to previous approval | <p>Mary F.</p> |
| <p>Nursing Curriculum Changes</p>  <p>Executive Summary.docx</p> <ul style="list-style-type: none"> • Adding Interpersonal Communications as an alternative to Public Speaking • Curriculum guide (Sarah) • KHEDS (Sarah) • Banner/Degree Works (Lori) • Website | <p>Chris</p> |
| <p>Early Childhood Curriculum Changes</p>     <p>Early Childhood Executive Summary.c AAS- Early Childhood-Draft.doc Child Development Cert-Draft.docx EC- AS template-Draft.docx</p> <ul style="list-style-type: none"> • Remove CHLD 1550 • Effective spring 2022 • Curriculum guide (Sarah) • KHEDS (Sarah) • HLC/Dept of Ed (Myrna) – for certificate – screen shot from KHEDS showing update • Banner/Degree Works (Lori) • Website | <p>Mary F.</p> |
| <p>Prerequisites – Done</p> <ul style="list-style-type: none"> • Workgroup to discuss prerequisites – Lori, Brian, Karen, Kathy, Kurt, Erin, Claudia <ul style="list-style-type: none"> ○ Each department will review the classes with prereqs and confirm ○ If it's determined that the class has a prereq that doesn't fit into Banner then the course will not be available for web enrollment ○ The review will be done by March 1 – most prerequisites have been input into Banner ○ Music classes • https://docs.bartonccc.edu/degrees/programs-of-study/rpt-course-prerequisites-2019.pdf • https://bartonccc.edu/programs/prereqs • https://bartonccc.edu/online/services/placement • https://app.powerbi.com/groups/me/apps/364485b4-0c45-468c-b312-0b33b16566d4/reports/273b96d9-3315-4d90-ae97-24ce10e79548/ReportSection | <p>Lori</p> |
| <p>CAM Process</p> <ul style="list-style-type: none"> • Updated CAM Timeline | <p>Elaine/Sarah</p> |



Program

Development Timeline

- Phase Zero Program Development Template
- Phase Zero Program Development Template (Modified)
- Work To Be Done on CAM Spreadsheet
 - <http://docs.bartonccc.edu/research/internaldata/Process%20Maps/CAM.xlsx>
- Meet with VP Office for CAM guidance and KBOR Timelines
- SAPPs – Modified CAMs
 - SAPPs are 1 to 15 credit hours and are never PELL eligible
 - SAPPs with 16 or more credit hours are Perkins eligible
- Stackable Exit Points – this means all courses in CERT1 have to be in CERT2 and then in the Associates degree, if not then they are considered separate programs
- Learning More and More on KBOR Requirements & Changes

[https://www.kansasregents.org/resources/PDF/Academic Affairs/New Program Approval/2020-2021 New Technical Certificate and AAS Program Approval Schedule.pdf](https://www.kansasregents.org/resources/PDF/Academic%20Affairs/New%20Program%20Approval/2020-2021%20New%20Technical%20Certificate%20and%20AAS%20Program%20Approval%20Schedule.pdf)

CAM Updates

- Cyber Security (Mary) – second read of Phase Zero
- Welding (Mary) – first read of proposal – a step before Phase Zero
- Dance (Brian)

Increased Communication/Information for International Students

- Workgroup (Tana, Karen, Kristan Connell, Kathy Brock, Lisa Peterson, Virginia Fullbright, Stephanie, Lori, Laura, Carol Murphy and Abby Howe)
- Organizing a timeline of current processes/activities; identify where adjustments/enhancements need to occur – Post COVID
- Stephanie is working on a SharePoint spreadsheet to have a centralized place to track

Elaine

KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded

- Goal is 946 for 2021-2022 (total for 2020-2021 was 1,027)
 - 7/15 = 48 (last year 64)
 - 8/9 = 120 (last year 172)
- Deadline to report completers to KBOR – May 31 (can be reported after 5/31 but students must finish by 5/31)

Jeff

Class Scheduling

- Course Leaf, Course Dog & Digarc Demos
- Banner 9 Self-Service Demo – post a course search link out on our web site

Elaine/Lori

Communicating with Students

- What works best: video, emails, language on web site, etc.
- Stay away from screen shots for ADA purposes
- Need to be consistent across the institution
- Elaine will put together a work group to discuss – Myrna, Karly, Kurt, Brian, Kathy, Claudia, Stephanie, Lori

Elaine

| | |
|---|--------------|
| Bulletin of Classes Swim Lane Deadlines <ul style="list-style-type: none"> • Still available on the T drive • Spring 2022 & Summer 2022 available • Shifting to three deadlines a year with Interactive Bulletin | Lori |
| General Education Project <ul style="list-style-type: none"> • 2020-2021 guides – done & posted • 2018-2019 guides remain posted through 2021-2022 KBOR General Education Project | Elaine, All |
| Banner Self-Service 9 <ul style="list-style-type: none"> • Full implementation for fall 2021 (new students) • Photos – we will be able to attach student photos • Concourse Syllabi – we will be able to add a link to Concourse • Attendance tracking • CougarTALEs | Lori |
| Web Site Update <ul style="list-style-type: none"> • Request to add course search link on the home page | Samantha |
| BOL Update <ul style="list-style-type: none"> • Fall sessions 1 & 2 are getting ready to start | Claudia/Erin |
| The Center Update <ul style="list-style-type: none"> • Cougar TALEs this week | Claudia |
| Institutional Research Update <ul style="list-style-type: none"> • Starting a group to connect strategic decisions and data for HLC | Todd |
| Department of Education Update | Myrna |
| Student Services Update | Angie |
| Instruction Update | Elaine |
| Topics for Future <ul style="list-style-type: none"> • Curriculum Guides <ul style="list-style-type: none"> ○ Semester and full program guides ○ Addition of legend to guides to assist students with course sequencing and availability of classes ○ Guides for full-time and part-time students • Degree Works (Planner) – using Degree Works to make an educational plan for each student | |

| | |
|--------------------------------|--|
| | |
| Next meeting September 8, 2021 | |

ENDS:

ESSENTIAL SKILLS
 WORK PREPAREDNESS
 ACADEMIC ADVANCEMENT
 "BARTON EXPERIENCE"

REGIONAL WORKFORCE NEEDS
 BARTON SERVICES AND REGIONAL LOCATIONS
 STRATEGIC PLAN
 CONTINGENCY PLANNING

Barton Core Priorities/Strategic Plan Goals

Drive Student Success

1. Advance student entry, reentry, retention and completion strategies.
2. Commit to excellence in teaching and learning.

Cultivate Community Engagement

3. Expand partnerships across the institution.
4. Reinforce public recognition of Barton Community College.
5. Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions.

Emphasize Institutional Effectiveness

6. Develop, enhance, and align business processes.
7. Manifest an environment that supports the mission of the college.

Optimize Employee Experience

8. Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth.
9. Develop, enhance, and align business human resource processes.

**Revenue Neutral Rate Hearing/Budget Hearing &
Regular Meeting of the Board of Trustees
Barton Community College
August 24, 2021**

ATTENDANCE

Trustees Present: Mike Johnson; John Moshier; Cole Schwarz; Gary Burke; Tricia Reiser

Absent: Don Learned

Other Attendees: Amye Schneider; Mark Dean; Angie Maddy; Elaine Simmons; Todd Mobray; Brian Howe; Michelle Kaiser; Ron Keil; Brandon Stienert; Jonathan Dietz; Renae Skelton; Ronnie Dean; Myrna Perkins; Cole Reif, Eagle Radio and Carl Helm. via ZOOM: Susan Thacker, Great Bend, Tribune; Kurt Teal; Terri Mebane; Chris Baker; Lori Crowther; Mary Foley; Lindsay Holmes; Matt Connell; Coleen Cape; Amanda Alliband; Claudia Mather; Lee Miller.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chairman Johnson called the monthly meeting of the Board of Trustees of Barton County Community College to order at 4:00 p.m., August 24, 2021 in F-30 in the lower level of the Fine Arts Building. He then led in the Pledge of Allegiance.

REVENUE NEUTRAL RATE HEARING

Mark Dean, Vice President of Administration provided notice of the intent to exceed the revenue neutral rate with notice being sent to Barton County by July 20th and provided further details of the process. Chairman Johnson opened the hearing with the Board being asked to approve a resolution, as listed on the agenda, if there are no comments or questions.

PUBLIC COMMENT

Chairman Johnson invited public comment; there were none offered.

INTRODUCTION OF GUESTS AND NEW EMPLOYEES

Jonathan Dietz, Director of Student Life introduced Jennifer Bauer – Nurse (Barton Campus).
Brian Howe, Dean of Academics introduced Dr. Eric Foley – Director of Choral Activities (Barton Campus);
Justin Brown – Instructor of English (Barton Campus); Paulia Bailey – Instructor of English (Barton Campus); Jason Lindstrom – Instructor (History) (Barton Campus).
Trevor Rolfs, Athletic Director introduced Jeremy Coombs – Head Coach (Men's Basketball) (Barton Campus); Bradley Little – Head Coach (Wrestling) (Barton Campus); Brett Frantz – Assistant Coach (Men's Basketball) (Barton Campus).
Judy Jacobs, Director of Testing, Advisement & Career Services introduced Mollie McReynolds – Testing Coordinator (Barton Campus).
Terri Mebane, Director of Military Programs introduced Sarah Jankowski – Enrollment Specialist (Military Programs) (Ft. Riley Campus).
Lori Crowther, Registrar introduced Kimberly Neifert – Student Records Specialist (Barton Campus).
Julie Knoblich, Director of Human Resources introduced Sara Mauler – Assistant Director of Human Resources (Barton Campus).
Renae Skelton, Director of Nursing Education introduced Kendra Barker – Instructor of Nursing (Barton Campus).

REVENUE NEUTRAL RATE RESOLUTION

Mark Dean, Vice President of Administration presented the Revenue Neutral Rate Resolution for the Board's consideration.

Trustee Burke moved to approve the revenue neutral rate resolution as presented. The motion was seconded by Trustee Schwarz. Following discussion, the motion carried 5-0.

**Revenue Neutral Rate Hearing/Budget Hearing &
Regular Meeting of the Board of Trustees
Barton Community College
August 24, 2021**

FY22 BUDGET HEARING

Mike Johnson, Board Chair, opened the budget hearing. It will run in conjunction with the regular meeting for anyone arriving with questions or comments regarding the budget.

Chairman Johnson advised of the need to move the Strategic Planning topic (8.) to follow the mission statement topic (10.), moving Crisis Communication Plan topic (9.) to topic (8.).

CRISIS COMMUNICATION PLAN

Brandon Steinert, Director of Public Relations and Marketing reviewed the Crisis Communication Plan with the Board.

MISSION STATEMENT

Todd Mobray, Director of Institutional Research recommended that the Board approve the revised mission statement of "Barton offers exceptional and affordable learning opportunities supporting student, community, and employee needs."

Trustee Reiser moved to approve the revised mission statement as presented. The motion was seconded by Trustee Burke. Following discussion, the motion carried 5-0.

STRATEGIC PLANNING

Todd Mobray, Director of Institutional Research facilitated this presentation with the Board requesting a revised schedule to reduce the length of gaps in the proposed schedule of ENDS presentations for FY22.

PROOF OF PUBLICATION

Mark Dean, Vice President of Administration presented for the Board's consideration.

Trustee Schwarz moved to approve the published budget as presented. The motion was seconded by Trustee Burke. Following discussion, the motion carried 5-0.

CONSENT AGENDA

Routine items are presented for action in one motion. Any Trustee may remove an item from the consent agenda for individual discussion and action. It is recommended that the Board approve the consent agenda as presented.

- a. Plumbing Certificate
- b. Personnel
- c. BOT Meeting Minutes of July 27, 2021

Trustee Schwarz moved that the Board approve the consent agenda as presented. The motion was seconded by Trustee Reiser. Following discussion, the motion carried 5-0.

INCIDENTAL INFORMATION AND DISCUSSION ITEMS

- a. President's Report of Monthly Activities
- b. KACCT/Board Chair Report by Mike Johnson, Board Chair
- c. KBOR Update by Carl Heilman, President
- d. Upcoming Events

EXECUTIVE SESSION

Chairman Johnson advised that an executive session would not be necessary.

PUBLIC COMMENT

Chairman Johnson again invited public comment; none were offered.

**Revenue Neutral Rate Hearing/Budget Hearing &
Regular Meeting of the Board of Trustees
Barton Community College
August 24, 2021**

ADJOURNMENT

The meeting adjourned 4:45 p.m.

Mike Johnson, Chairman

Tricia Reiser, Vice Chair

Recorded by Amye Schneider