

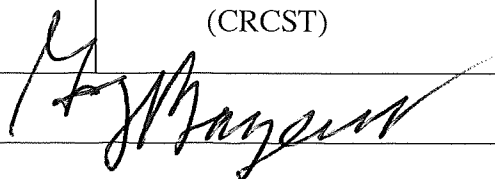
# New Program Request Form

## CA1

### General Information

Institution submitting proposal	Washburn Institute of Technology
Name, title, phone, and email of person submitting the application ( <i>contact person for the approval process</i> )	Dr. Mike Strohschein Associate Dean, Technical Instruction 785-670-3331 mike.strohschein@washburn.edu
Identify the person responsible for oversight of the proposed program	Pam Masters, Director of Health Occupations Megan Staab, Surgical Technology Instructor
Title of proposed program	Sterile Processing Technology
Proposed suggested Classification of Instructional Program (CIP) Code	51.1012
CIP code description	A program that prepares individuals to clean, sterilize, and assemble surgical instruments, equipment, and supplies for use in operating rooms and other medical and surgical facilities. Includes instruction in sterilization; infection control; decontamination; and surgical instrumentation processing, distribution, and record-keeping.
Standard Occupation Code (SOC) associated to the proposed program	31-9093
SOC description	Prepare, sterilize, install, or clean laboratory or healthcare equipment. May perform routine laboratory tasks and operate or inspect equipment.
Number of credits for the degree <u>and</u> all certificates requested	27 credit hours / Certification A
Proposed Date of Initiation	June 1, 2022
Specialty program accrediting agency	International Association of Healthcare Central Service Material Management (IAHCSMM) Certified Registered Central Services Technician (CRST) Certification is accredited by both the American National Standards Institute (ANSI) and the National Commission for Certifying Agencies (NCCA)
Industry certification	<ul style="list-style-type: none"> <li>• First Aid / CPR</li> <li>• Certified Registered Central Services Technician (CRST)</li> </ul>

Signature of College Official \_\_\_\_\_



Date \_\_\_\_\_

9/20/21

Signature of KBOR Official \_\_\_\_\_ Date \_\_\_\_\_

## **Narrative**

### **Program Rationale**

The Associate Dean of Technical Education in collaboration with the Director of Health Occupations, Surgical Technology Instructor, Dean of Washburn Tech, Vice President of Academic Affairs (VPAA), and Surgical Technology Advisory Board Members to move the A.S. in Surgical Technology from Washburn University to an A.A.S. program at Washburn Institute of Technology. This change identified a workforce gap in sterile processing (central services), which led to the development of the Sterile Processing certificate program.

### **Program Description**

This program introduces the primary responsibilities of a central sterile technician and includes practical applications of learned concepts and procedures. Topics include preparation, storage, distribution of instruments, supplies and equipment, quality assurance and inventory management. Upon completion, students should be able to apply the principles of sterilization/disinfection in the workplace, as well as the principles of distribution of instruments/supplies.

### Program Outcomes

Students should know or be able to do at the completion of the program:

- Demonstrate basic technical skills in managing the process for surgical instrumentation sterilization, inventory control and supply chain management, and information technology as it relates to the sterile processing environment.
- Work independently in a team of central sterile processing technicians who are collaborating to maintain sterilization and storage.
- Utilize critical thinking skills as a basis for clinical judgment and anticipatory decision making when managing all tasks related to sterile processing.
- Effectively apply verbal, nonverbal, and written communication principles and skills in the workplace. Maintain industry standards of quality control and safety principles in the workplace.
- Uphold legal and ethical standards and adhere to principles of patient confidentiality within the health care community environment as defined by HIPAA.

### Admission and Graduation Requirements:

Applicants who wish to apply for admission to Washburn Institute of Technology need to have the abilities necessary to benefit from instruction in an occupational field. Prospective students are required to take an Accuplacer Placement Test and pass with the necessary scores for their desired technical program before they are eligible to enroll. Applicants may only enroll in one technical program at a time. Applicants who have alternative tests scores such as WorkKeys, ACT, CASAS, ASSET, SAT, PSAT, TABE and COMPASS or Bachelors or Associates degrees should consult with a recruiter or advisor to determine if they are qualified for their chosen technical program.

Accuplacer Scores for the Sterile Processing program: Math - Level 5; Reading - Level 5.

### Secondary Enrollment Procedure

Enrollment is open to qualified students who are currently enrolled in high school. High school students who wish to enroll in a technical program at Washburn Institute of Technology must follow the procedures listed below:

1. Take the Admissions Test (free while in high school) either at Washburn Institute of Technology or their home high school (when available).
2. Complete an online application at <http://www.washburntech.edu/admissions/apply.html>

3. Discuss scores and program of interest with an Admissions Counselor.
4. Submit an in-progress official high school transcript.
5. Enroll during designated enrollment periods. Program registration is done on a first come, first serve basis. Many programs have limited enrollment capacity and/or are competitive programs. Admissions Counselors can provide program specific information.

### Post-Secondary Enrollment Procedures

Post-secondary students who wish to enroll in a technical program must follow the procedures listed below:

1. Take the Admissions Test at Washburn Institute of Technology
2. Complete an online application at <http://www.washburntech.edu/admissions/apply.html>
3. Discuss scores and program of interest with an Admissions Counselor.
4. Submit official high school transcripts.
5. Enroll during designated enrollment periods. Program registration is done on a first come, first serve basis. Many programs have limited enrollment capacity and/or are competitive programs. Admissions Counselors can provide program specific information.

### Graduation Requirements

Washburn University Board of Regents with the recommendation of the faculty of Washburn Institute of Technology confers degrees at the end of the fall and spring semesters and summer session to students who have met all requirements as of the last day of final examinations for that session. All work not completed by the last day of finals will result in a graduation date of the following semester or later if a previous “incomplete” has not been finalized. If a student is concurrently enrolled at another institution and intends to use the work to complete graduation requirements at Washburn Tech, an official transcript from the institution must be received within two weeks of Washburn Tech’s last final examination date of the graduating semester to have the degree conferred in the same semester. Washburn Tech holds a commencement ceremony at the end of the fall and spring semesters. Students who complete requirements for a certificate or degree during fall semester will be invited to participate in the fall commencement ceremony. Students who complete requirements for a certificate or degree during the spring semester will be invited to participate in the spring commencement ceremony. Students completing required coursework in summer session will be invited to participate in fall commencement. All such candidates must have the Application for Graduation form on file.

### **Demand for the Program**

Sterile Processing Technology is identified as Medical Equipment Preparers SOC code 31-9093 in the Kansas Department of Labor’s Long Term Occupational Outlook. Medical Equipment Preparers is showing a 4.2% change in employment needs from 2018 to 2028. The data also shows 202 employees exiting the field with 484 openings, showing promising job outlook for graduates. The estimated annual median wage is \$24,490 and the typical education level needed for entry a high school diploma or equivalent.

There are many business and industry supporters of this program in the Topeka regional area. Letters of support are included in Appendix A.

The Perkins Local Needs Assessment for the Topeka Region has Sterile Processing situated between Strengths and Gaps. The certificate program is the first in the state of Kansas, therefore there is no other program or employment data to directly compare it to. Sterile Processing will be part of the Surgical Technology program, which is identified as a Strength with 15 annual openings compared to 14.5 concentrators. Sterile Processing shares some similarities with Medical Laboratory Technology, which

has 17 annual openings and no concentrator data. Based upon this information, combined with the Kansas Department of Labor state data and feedback from the advisory board, we have determined a need for this program in providing trained sterile processing technicians.

### Business and Industry Partners

Sterile Processing falls under the umbrella of Surgical Technology, which means the advisory board for Surgical Technology brought forth the need for the Sterile Processing certificate. Washburn Institute of Technology already has affiliation agreements with many institutions represented on the board. These members have volunteered to support the program by offering their locations as clinical sites for the future sterile processing students. These locations include: Stormont Vail Hospital, Advent Health, St. Francis Hospital, Manhattan Surgical Center, Lawrence Memorial Hospital, and Atchison Hospital.

### **Duplication of Existing Programs**

There are no other programs in Sterile Processing in the state of Kansas, which meant we had to collaborate with programs out of the state for assistance. Collaboration occurred with Metropolitan Community College, Kansas City, Missouri with the Director of Surgical Technology.

### **Program Information**

#### Course Descriptions

#### **GEN 102 Workplace Skills (2 credits)**

This course focuses on communication concepts and skills utilized in the workplace. The course demonstrates the relationships between listening; oral communication; human relations skills; problem-solving and teamwork dynamics; time and resource management; and work ethics and job interviewing; with success in a student's desired field.

#### **HCT 105 First Aid & CPR (1 credit)**

This course is an introduction to basic first aid and included CPR certification. The course provides the basic information and skills needed to meet the American Heart Association standards. Participants will be allowed to practice the skills in a real-life based environment that will test their learned skills.

#### **HCT 108 Health Occupations I (4 credits)**

Students will learn about a wide variety of careers in allied health fields, job settings, and required training/education and they will do so based upon a body system approach. These careers will be studied utilizing basic disease/illness and wellness/prevention concepts, associated types of patient/disease processes, and the effects of wellness on these processes.

#### **MAT 100 Technical Math (2 credit)**

This course will enable the student to gain confidence with the use of basic math, measurements, and signed numbers. The concepts learned in this course will build problem solving skills that are critical in the workplace.

#### **HCT 122 Medical Terminology (3 credits)**

The course introduces the student to the language of the medical field. Medical prefixes, suffixes, and combining forms are introduced to the student so they may have a thorough knowledge and understanding of what they are reading and writing in the medical field. An emphasis is placed on terms, pathological conditions, and diagnostic terms.

**SUR105 Introduction to Surgical Technology (4 credits)**

The course introduces the student to professional responsibilities, duties, and general functions of the operating room. It also introduces the student to the rest of the operating room team and their functions, responsibilities for safety of the patient and themselves, organization of the hospital and the operating room, legal and ethical issues, and the importance of communication in the operating room, credentialing, and professionalism. The use of electricity and lasers in the operating room are also covered as are the pre-op routines of the circulator prior to the patient entering the operating room.

**SUR106 Sterile Processing & Practicum (4 credits)**

The course in sterile processing prepares students to work in a variety of career fields that require training in sterile processing, including the healthcare field. Students will receive training and gain skills with decontamination, inspecting, assembling, disassembling, packaging and sterilizing reusable surgical instruments or other devices that are essential for patient or client and consumer safety. Students will complete 24 hours of practicum within the six knowledge domains required for the Central Services Registered Technician (CRCST) Certification Exam including; decontamination, preparing and packaging instruments, sterilization and disinfection, storage and distribution, quality assurance processes, and equipment. Upon successful completion of the course students are eligible to sit for the provisional CRCST Certificate Exam.

**SUR107 Sterile Processing Clinical I (3 credits)**

The student will start to apply the basic skills they have learned for sterile processing in a clinical facility.

**SUR 108 Sterile Processing Clinical II (3 credits)**

The student will continue to apply the basic skills they have learned for sterile processing in a clinical facility.

**SUR109 Sterile Processing Certification Review (1 credit)**

Comprehensive review of sterile processing technology concepts and practical preparation for the national certification examination including but not limited to: Cleaning, contamination, and disinfection, Preparation and packaging, Sterilization process, Patient care equipment, Sterile storage and inventory management, Documentation and record maintenance, and Customer relations.

Degree Plan

Course #	Course Name	Credits
Semester 1		
HCT 108	Health Occupations	4
HCT 105	First Aid/CPR	1
HCT 122	Medical Terminology	3
MAT100	Technical Math	2
GEN 102	Workplace Skills	2
Semester 2		
SUR 105	Introduction to Surgical Technology	4
SUR 106	Sterile Processing & Practicum	4
SUR 107	Sterile Processing Clinical I	3
SUR 108	Sterile Processing Clinical II	3

SUR 208	CRCST Exam Review	1
	<b>TOTAL CREDITS</b>	<b>27.0</b>

Accreditation

The Surgical Technology program which includes Sterile Processing is accredited by the American College of Surgeons and Association of Surgical Technologists (ARC/STSA).

**Faculty**

Associate’s degree in Surgical Technology, a current Surgical Technology Certification (CST), plus a minimum of three years of recent experience in the operating room as Solo Scrub or as an instructor in surgical technology, or a combination of both.

**Cost and Funding for Proposed Program**

The Sterile Processing Technology program is a subset of the existing Surgical Technology Certification C program with both programs utilizing existing facilities. The Implementation costs as noted on CA-1a are new tools and equipment that is needed for sterile processing and are being funded through reallocation of general operational funds from elimination of programs and positions in other areas, grant dollars; and tuition/fees.

**Program Review and Assessment**

As one of the colleges/schools at Washburn University, the Washburn Institute of Technology offers non-degree certificate programs in Career and Technical Education (CTE), ranging from Advanced Systems Technology to Surgical Technology. These post-secondary, college-level programs lead to certificates of completion (Stand-Alone Parent Programs; up to 16 credit hours) or the technical certificates (Cert A; Cert B; Cert C).

The purpose of a Program Review is to ensure a quality learning experience for our students by undergoing a systematic, periodic comprehensive review of all aspects of the technical program. As a member of the Association for Career and Technical Education (ACTE), Washburn Tech has voluntarily chosen to follow the ***Quality CTE Program of Study Framework (Quality Framework)***. This framework (checklist) consists of 12 elements and 92 criteria that lead to a quality technical education program. As part of the Program Review process at Washburn Tech, instructors will complete this checklist to determine goals and priorities for improving the program. In addition to completing the checklist, instructors will attach relevant documentation that further demonstrates evidence that each criterion is being addressed. The results of the Quality Framework will be the basis for the program review report to be submitted to Washburn University, which has specific guidelines for the program review process as follows:

Program Review Guide for Academic Units

Academic units and programs of study are asked to review academic programs and services offered and report those through the guidelines provided, citing data and specific examples as evidence in your narrative. In some cases, data is provided for the unit’s consideration, which may be further supplemented by the unit. Each unit is asked to address each topic outlined in this guide—additional topics may be added by the unit if they enhance the reviewers’ understanding of the unit and its performance. While units are encouraged to draw upon material prepared for other reporting (e.g., program accreditation), the Washburn University academic program review narrative must be completed fully and cannot be replaced by that reporting.

(copied from Washburn University’s *Program Review Guide for Academic Units Spring 2019*)

**Program Approval at the Institution Level**

- Washburn Board of Trustees
- Program Advisory Committee
- Curriculum Committee

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





September 20, 2021

Technical Education Authority

To Whom it May Concern:

On September 16, 2021, the Washburn University Board of Regents held a regularly scheduled meeting. During that meeting, they took up two items as part of their agenda that requested approval of two new curricular programs at Washburn Tech. Specifically, the items sought approval for new curricular certificate programs for Sterile Processing Technology and Plumbing Technology. The Regents unanimously approved both items, thus approving the addition of both new programs.

As Secretary for the Board of Regents, I recorded the minutes of the meeting. The minutes will not be officially available until approved by the Board at their next meeting in October. Please accept this letter as certification of the Board's approval of those programs.

Sincerely,

A handwritten signature in blue ink, appearing to read "Marc Fried", written over a faint blue circular stamp or watermark.

Marc Fried  
Secretary, Washburn University Board of Regents



Washburn Institute of Technology  
Attn: Pam Masters  
Director of Health Occupations  
5724 SW Huntoon St  
Topeka, KS 66604

Dear Pam,

This letter is to state LMH Health support for the Sterile Processing certificate program that is being developed at Washburn Institute of Technology. As an employer and leader in the healthcare industry, we recognize the need for skilled worker in this area in order to meet employment demands. This program will provide an opportunity to the community and surrounding area for a highly skilled profession that pays higher wages in a deeply needed field. We will support the Sterile Processing program by serving on the Industry Advisory Board, serving as a clinical site, and potentially hiring graduates of the program.

Respectfully,

James Fly  
LMH Health  
Director- Inpatient Surgical Services  
[James.fly@lmh.org](mailto:James.fly@lmh.org)  
785-505-6190



# Advent Health

## Shawnee Mission

August 18<sup>th</sup>, 2021

Washburn Institute of Technology  
Attn: Pam Masters  
Director of Health Occupations  
5724 SW Huntoon St  
Topeka, KS 66604

Dear Pam,

This letter is to state our support for the Sterile Processing certificate program that is being developed at Washburn Institute of Technology. Thank you for your efforts to work with our community and employers to help develop this program. As an employer and leader in the healthcare industry, we recognize the need for skilled workers in this area in order to meet employment demands. This program will provide an opportunity to the community and surrounding area for a highly skilled profession that pays higher wages in a deeply needed field. As a supporter of this program, we will support this program by providing guidance as an advisory board member and we are also willing to be a clinical site.

Respectfully,

Dennis Lowe MSN, RN, CNOR  
AdventHealth Shawnee Mission Hospital  
9100 W. 74<sup>th</sup> St  
Merriam, KS 66204  
913-632-2227



June 30, 2021

Washburn Institute of Technology  
Attn: Pam Masters  
Director of Health Occupations  
5724 SW Huntoon St  
Topeka, KS 66604

Dear Pam,

This letter is to state our support for the Sterile Processing certificate program that is being developed at Washburn Institute of Technology. Thank you for your efforts to work with our community and employers to help develop this program. As an employer and leader in the healthcare industry, we recognize the need for skilled workers in this area in order to meet employment demands. This program will provide an opportunity to the community and surrounding area for a highly skilled profession that pays higher wages in a deeply needed field. As a supporter of this program, we will support this program by providing guidance as an advisory board member and we are also willing to be a clinical site.

Respectfully,

Kristina Mick, BHS, CST  
Stormont Vail Health  
1500 SW 10<sup>th</sup> Ave  
Topeka, KS  
785-354-5046

## Advisory Board Minutes

Washburn Tech Meeting: **Surgical Technology Program Advisory Meeting**

Date/Time: 7/7/21 12-1pm

Attendees Present: **Dr. Mike Strohschein, Pam Masters, Megan Staab, Sonya Boline, Kristi Mick, Curtis Johnson, James Fly, Lindsey Hurlbut, Dennis Lowe, Marti Clark, Elizabeth Simmons**

Agenda Item	Discussion	Follow-Up
<ul style="list-style-type: none"> <li><b>Surg Tech Associate of Science to Associate of Applied Science program change</b></li> </ul>	<ul style="list-style-type: none"> <li>Dr. Strohschein reviewed the proposed program changes for the Surg Tech (ST) program. We have received WU and HLC approval to change the program from an AS to an AAS. This reduces our credit hour requirement from 83 to 61-67, dependent upon the prerequisite courses taken. This helps make the program competitive and more appealing to students wanting to go into ST. The goal is to obtain approval and start the program Summer 2022. See attached degree plan.</li> <li>Approval will need obtained from WIT Curriculum Committee, WUBOR, KBOR, TEA and ARC/STSA.</li> <li>Members asked questions and discussed the impact of program changes. Members voted unanimously in support of the program change.</li> </ul>	<ul style="list-style-type: none"> <li>Pam will send committee members the draft of the Surg Tech program of study.</li> </ul>
<ul style="list-style-type: none"> <li><b>Sterile Processing</b></li> </ul>	<ul style="list-style-type: none"> <li>Dr. Strohschein reviewed the proposal to add a Sterile Processing certificate track. This can be a part of the Surg Tech program or its own Cert A program. This would be a financial aid eligible program. Certification through IAHCSCMM requires 400 clinical hours. Employers have positions open in this role and definitely have a need. Due to demand, most hire without certificate but require it within one year or waive the requirement for ST students. Areas to look at are what the clinical expectations are of the clinical partners, how many students per cohort, equipment needs and instructor qualifications. We would need equipment needs by end of month to submit for budget approval. Could the sterile processing course be offered as a stand-alone course without the Cert A program? Students would have to arrange clinical hours on their own in order to full rather than provisional certification. The goal is to obtain approval and start this program Summer 2022. Members voted unanimously in support of the program addition.</li> <li>Approval will need obtained from WIT Curriculum Committee, WUBOR, KBOR, and TEA.</li> </ul>	<ul style="list-style-type: none"> <li>Pam will send committee members the drafts of the syllabus, program of study, needs list.</li> <li>Committee members will send us recommendations for sterile processing program: 1) equipment needs; 2) instructor qualifications; 3) any other program recommendations by end of July.</li> </ul>



Curriculum Council Meeting Minutes  
 Minutes for August 17, 2021  
 In-person and via Zoom

Committee- Voting Members	
Initial for Attendance	Name
AB	Alan Beam
✓	Ali Setayesh
CA	Chaz Havens
CM	Chris Mullins
DD	Darrin Dillingham
GC	Jaime Chapman
JK	Laura B. Keighley
LC	Lindsay Cubbage
MS	Luci Ziemann
MS	Mike Strohschein
PM	Pam Masters
SG	Steve <del>SEBASTIAN</del> GREENE
TS	Tammy Schrickel
TL	Tara Lindahl
TA	Teresa Huttenmaier

SL. STEVE LUOMA

Resource Member- Non-Voting Members	
Initial for Attendance	Name
AW	April Sidesinger
LW	Louis Williams
JE	Jennifer Ewing
ME	Morgan Eggert
Guests	
✓	J.D. Smith
	Morgan Staab
	Morgan Staab



### Informational Items from the Director of Curriculum

(These items do not require curriculum committee recommendation/approval)

- Review of Shared Governance Council Charge- Curriculum
- Please Review Program Overviews, Program Memos, and CIF's for those complete programs being brought forth for recommendation.

### Course Inactivation

- *None*

### New Business

### Discussion

- Curriculum & Instruction team presented the curriculum development process for the Plumbing Technology program.
  - Plumbing because it is included in HVAC program would not receive tiered funding, which prompted the change and pulling out the program
  - Aligned to NCCER curriculum
  - Worked with advisory members and plumbers union
  - Existing program at KJCC with plumbing courses
  - Hope to expand to Tech East in the future
  - Opportunities for students to enter into commercial apprenticeship upon completion of program
  - Math and workplace skills courses will not be tiered course
- Pam Masters and Megan Staab presented curriculum development process for the and the development of the Sterile Processing course and certificate.
  - Addition to Surgical Technology program
  - Provides industry certification, good entry point for secondary students
  - Must be 18 to sit for test, could take the program but would have to e 18 to sit for test
  - All local partners said they had an opening for this position and pay closer to \$38,000
  - 70% of the program is tiered
  - Foundations of Healthcare is changing which impacts this program as it is the first part of the program
  - Secondary students would take Foundations of Healthcare and then the second semester
  - Post-secondary students would need to take the Foundations of Healthcare core in order to earn the technical certificate but would not have to take the core if they did not want to- if they did do that, they would not be FA eligible
  - Students could take certificate and some of the courses would correspond to the Surgical Technology program
  - Okay that Sterile Processing Accuplacer scores are lower than Surgical Technology- would have to retest if they did not get the scores

- o Firm date for when they have to turn 18
- A.A.S. in Surgical Technology
  - o Moved and changed credits
  - o Will start Fall 2022
  - o Reduction in credits
  - o Changes in general education courses
  - o No motion required but council was in support of this change
- GEN 101 Workplace Skills and Safety is a requirement for several programs and would move the course from 1-2 credits (program dependent) to three credits.
  - o Other schools has Workplace Ethics course as a credit course
  - o Assess student learning and lead to the development of a tech general education
  - o Originally the course was designed around Center for Teaching Excellence A+ curriculum
  - o Advisory boards are echoing that workplace ethics are needed for employees
  - o Will not be redoing everyone's curriculum at this time
  - o Would not be removing OSHA 10 since it is a tiered course but still want to offer it as a combo

Complete Programs

CIP Code	Program Title	Status (New or Revised)	Discussion	Recommend	Recommend end w/Amen dments	Postponed
46.0503	Plumbing Technology	N	All moved to approve program. Chris seconded. Motion passed.	Y		
51.1012	Sterile Processing	N	Jaime moved to approve program. Luci second. Motion passed.			

Course# & Prefix	Course Title	Status (New or Revised)	Discussion	Recommend	Recommend end w/Amen dments	Postponed
PLU 101	Introduction to Plumbing Technology	N		Y		
PLU 103	Plumbing Systems I	N		Y		
PLU 107	Plumbing Installation	N		Y		



PLU 109	Plumbing Systems & Codes	N			Y		
PLU 111	Plumbing Electrical & Power	N			Y		
PLU 113	Plumbing Water Systems & Distribution	N			Y		
PLU 200	Plumbing Internship	N		Question on difference between OJT and Internship. Concern about high school students doing internships- will be working with KSDE Work based learning guidelines	Y		
SUR 106	Sterile Processing	N			Y		
SUR 107	Sterile Processing Clinical I	N		There are clinical requirements of age, which is why students do need to be 18	Y		
SUR 108	Sterile Processing Clinical II	N			Y		
SUR 208	CRCST Exam Review	N			Y		
GEN 101	Workplace Skills and Safety	R		Offer course with safety component but NOT OSHA certification. 1. GEN 101 3 credits with safety components 2. GEN 102 2 credits without safety components			x

Steve moved to pass the plumbing courses as a whole. Luci seconded. Motion passed.

Pam moved to accept amended Workplace Skills course. Luci seconded.

# KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: Washburn Institute of Technology

Proposed Program: Sterile Processing Technology

IMPLEMENTATION COSTS					
Part I. Anticipated Enrollment			Implementation Year		
Please state how many students/credit hours are expected during the initial year of the program?					
			Full-Time	Part-Time	
A. Headcount:			15 / 300-320	5 / 60-100	
Part II. Initial Budget			Implementation Year		
A. Faculty			Existing:	New:	Funding Source:
Full-time	#		\$	\$ 57,540	WIT General Fund
Part-time/Adjunct	#		\$	\$	
			Amount	Funding Source	
B. Equipment required for program			\$40,000	WIT General Fund, Grant/Perkin Funds	
C. Tools and/or supplies required for the program			\$1,000	WIT General Fund, Grant/Perkins Funds	
D. Instructional Supplies and Materials			\$5,000	WIT General Fund	
E. Facility requirements, including facility modifications and/or classroom renovations			\$10,000	Use of existing Surgical Technology facilities to support program	
F. Technology and/or Software			\$1,000	Use of existing technology/software provided in Surgical Technology program	
G. Other <i>(Please identify; add lines as required)</i>			\$ 0	WIT General Fund	
<b>Total for Implementation Year</b>			<b>\$119,540</b>	<b>WIT General Fund</b>	

## KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

### PROGRAM SUSTAINABILITY COSTS (Second and Third Years)

<b>Part I. Program Enrollment</b>		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:		20 / 400-560	10 / 140-200	
<b>Part II. Ongoing Program Costs</b>		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#	\$ 116,230	\$	WIT General Fund
Part-time	#	\$	\$ 6,600	WIT General Fund
		Amount	Funding Source	
B. Equipment required for program		\$ 0	WIT General Fund/ Tuition/Fees	
C. Tools and/or supplies required for the program		\$ 5,000	WIT General Fund/ Tuition/Fees	
D. Instructional Supplies and Materials		\$ 5,000	WIT General Fund / Tuition/Fees	
E. Facility requirements, including facility modifications and/or classroom renovations		\$ 0	WIT General Funds	
F. Technology and/or Software		\$ 0	No new technology or software is needed for program	
G. Other ( <i>Please identify; add lines as required</i> )		\$ 0	No other expenses identified at this time.	
<b>Total for Program Sustainability</b>		\$132,830	WIT General Fund/ Tuition/Fees	

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

The Sterile Processing Technology program is a subset of the existing Surgical Technology Certification C program with both programs utilizing existing facilities. The Implementation costs as noted on CA-1a are new tools and equipment that is needed for sterile processing and are being funded through reallocation of general operational funds from elimination of programs and positions in other areas, grant dollars; and tuition/fees.

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.*

<b>Institution Name:</b>	Washburn Institute of Technology
<b>Program Title:</b>	Sterile Processing Technology
<b>Program CIP Code:</b>	51.01012

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

Fee	Short Description	Amount
Textbooks	Program bundle	\$ 135.00

*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
SUR 208	Exam fee	\$ 125.00
HCT 105	CPR/First Aid	\$ 65.00

*Please list items the student will need to purchase on their own for this program:  
Institution is not charging students these costs, rather students are expected to have these items for the*

Item	Short Description	Estimated Amount
Clothing	Surgical Tech scrubs	\$ 100.00

# Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act

CA-1c Form (2021)

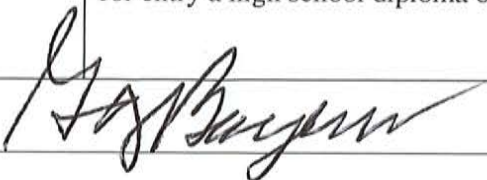
Name of Institution	Washburn Institute of Technology
Name, title, phone, and email of person submitting the Perkins Eligibility application ( <i>contact person for the approval process</i> )	Dr. Mike Strohschein Associate Dean, Technical Instruction 785-670-3331 mike.strohschein@washburn.edu
Name, title, phone, and email of the Perkins Coordinator	Marie Hall Grants Facilitator 785-670-3327 marie.hall@washburn.edu
Program Name	Sterile Processing Technology
Program CIP Code	51.1012
Educational award levels <u>and</u> credit hours for the proposed request	Certification A / 27 credit hours
Percentage of tiered credit hours for the educational level of this request	78%
Number of concentrators for the educational level	20
Does the program meet program alignment?	N/A
Justification for conditional approval: ( <i>this section must reference information found within the Local Needs Assessment</i> )	<p>The Perkins Local Needs Assessment for the Topeka Region has Sterile Processing situated between Strengths and Gaps. The certificate program is the first in the state of Kansas, therefore there is no other program or employment data to directly compare it to. Sterile Processing will be part of the Surgical Technology program, which is identified as a Strength with 15 annual openings compared to 14.5 concentrators. Sterile Processing shares some similarities with Medical Laboratory Technology, which has 17 annual openings and no concentrator data. Based upon this information, combined with the Kansas Department of Labor state data and feedback from the advisory board, we have determined a need for this program in providing trained sterile processing technicians.</p> <p>Sterile Processing Technology is identified as Medical Equipment Preparers SOC code 31-9093 in the Kansas Department of Labor's Long Term Occupational Outlook. Medical Equipment Preparers is showing a 4.2% change in</p>

# Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act

CA-1c Form (2021)

	employment needs from 2018 to 2028. The data also shows 202 employees exiting the field with 484 openings, showing promising job outlook for graduates. The estimated annual median wage is \$24,490 and the typical education level needed for entry a high school diploma or equivalent.
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Signature of College Official  Date 9/20/21

Signature of KBOR Official \_\_\_\_\_ Date \_\_\_\_\_

<p style="text-align: center;"><i>For KBOR Staff use</i></p> <p>Approval effective for Academic Year:</p> <p>Approval effective for Perkins fund spending for Fiscal Year:</p> <p>Perkins Grant reporting required beginning:</p>
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# Kansas Promise Eligibility Request Form

CA-1d Form (2021)

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

A complete list of approved Promise Eligible programs may be located at:  
[https://www.kansasregents.org/students/student\\_financial\\_aid/promise-act-scholarship](https://www.kansasregents.org/students/student_financial_aid/promise-act-scholarship)

Program Eligibility

2021 House Bill 2064, section 2, (7) (A) identifies promise eligible programs as (i) Information Technology and Security, (ii) Mental and Physical Healthcare, (iii) Advanced Manufacturing and Building Trades, (iv) Early Childhood Education and Development.

Section 3, (c) allows for the postsecondary educational institution to designate an additional promise eligible program that corresponds to a high wage, high demand, or critical need occupation. The Act further states the postsecondary educational institution shall maintain the promise eligible program for at least three consecutive years.

Name of Institution	Washburn Institute of Technology
Name, title, and email of person responsible for Academic program	Dr. Mike Strohschein Associate Dean, Technical Instruction 785-670-3331 mike.strohschein@washburn.edu
Name, title, and email of Financial Aid contact	April Sidesinger Assistant Director Financial Aid April.sidesinger@washburn.edu

Add programs under the appropriate category the institution would like reviewed for Kansas Promise Eligibility. Add additional rows as needed.

Information Technology and Security			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

Mental and Physical Healthcare			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)
51.1012	Sterile Processing Technology	Certificate	FA22

Advanced Manufacturing and Building Trades			

# Kansas Promise Eligibility Request Form

CA-1d Form (2021)

CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

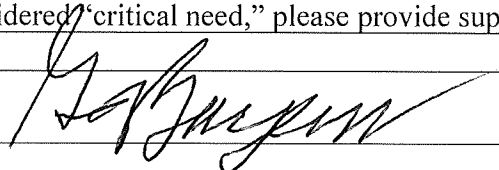
Early Childhood Education and Development			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

The postsecondary educational institution may designate an additional promise eligible program that corresponds to a high wage, high demand, or critical need\*\* occupation.

College Designated Program				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

\*\*If the above program is considered "critical need," please provide supporting documentation:

Signature of College Official \_\_\_\_\_



Date 9/20/21

Signature of KBOR Official \_\_\_\_\_

Date \_\_\_\_\_

Special Note to Kansas Independent Colleges:

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

Matt Lindsey, President KICA  
[matt@kscolleges.org](mailto:matt@kscolleges.org)