

New Program Request Form

CA1

General Information

Institution submitting proposal	Garden City Community College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Marc Malone, Vice President for Instructional Services/CAO, 620-276-9597, marc.malone@gcccks.edu
Identify the person responsible for oversight of the proposed program	Chuck Pfeifer, Dean of Technical Education and Workforce Development, 620-276-9521, chuck.pfeifer@gcccks.edu
Title of proposed program	Computer Support Specialist
Proposed suggested Classification of Instructional Program (CIP) Code	11.1006 Computer Support Specialist
CIP code description	A program that prepares individuals to provide technical assistance, support, and advice to computer users to help troubleshoot software and hardware problems. Includes instruction in computer concepts, information systems, networking, operating systems, computer hardware, the Internet, software applications, help desk concepts and problem solving, and principles of customer service.
Standard Occupation Code (SOC) associated to the proposed program	15-1232 Computer User Support Specialists
SOC description	Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, via telephone, or electronically. May provide
	assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.
Number of credits for the degree <u>and</u> all certificates requested	Associate in Applied Science requires 60 credit hours. Certificate B requires 31 credit hours.

Proposed Date of Initiation	Fall 2023
Specialty program accrediting agency	None
Industry certification	Preparation for CompTIA A+ CompTIA Network+ CompTIA Security+ CompTIA Project+ Certifications through the Computer Technology Industry Association (CompTIA)

Signature of College Official Maic Malone Date 12/7/22

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.

This application seeks the approval of a Certificate B and AAS exit points in a Computer Support Specialist program.

This requested program expansion is the result of the college's successful receipt of a Title III Hispanic-Serving Institution STEM grant, awarded October 2021. The addition of a Certificate B and AAS targeting employment preparation in "cybersecurity" is a part of the requirements of fulfilling this grant. After the college originally submitted for KBOR approval a certificate and degree option with a cybersecurity title, KBOR staff helped the college identify that the program outcomes and industry certifications are more in-line with the TEA-aligned "Computer Support Specialist" programs. We agree, and this application seeks to follow this feedback.

The need for this Certificate B and AAS option in Computer Support Specialist are well-documented both in local industry and high school support, the college's Perkins Needs Assessment, and in state and national labor data and projections.

Program Description

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

PROGRAM DESCRIPTION:

Existing Certificate A in Computer Support Specialist

The Computer Support Specialist Cert A is a 16-credit hour program which provides an excellent starting point for individuals who wish to pursue a career in the Information Systems industry. Technical and communication areas of training include the development of skills in hardware, software, networking, written communication, verbal communication, and problem solving. The completed program prepares students for the industry recognized CompTIA A+ certification exam, to join the computer support workforce or to continue their education.

Program Outcomes: Upon completion of the program, graduates will be able to:

- Analyze a problem, and identify and define the appropriate computing requirements
- Demonstrate an understanding of professional, ethical, legal, security and social issues and

- responsibilities
- Use current techniques, skills, and tools necessary for computing practice
- Demonstrate an understanding of computer hardware, software, network, and/or security necessary to pursue industry-based certifications

Proposed Certificate B in Computer Support Specialist

The Computer Support Specialist Cert B is a 31-credit hour program which includes the Cert A curriculum and furthers the technical and communication areas of training including the development of skills in hardware, software, networking, written communication, verbal communication, and problem solving. The completed program prepares students for the industry recognized CompTIA A+, CompTIA Network+ and CompTIA Security+ certification exams, to join the computer support workforce or to continue their education.

Program Outcomes: Upon completion of the program, graduates will be able to:

- Analyze a problem, and identify and define the appropriate computing requirements
- Demonstrate an understanding of professional, ethical, legal, security and social issues and responsibilities
- Use current techniques, skills, and tools necessary for computing practice
- Demonstrate an understanding of computer hardware, software, network, and security necessary to pursue industry-based certifications

Proposed AAS in Computer Support Specialist

The Computer Support Specialist Associate in Applied Science is a 60-credit hour program which includes the CERT A and CERT B curriculum and technical and communication areas of training include the development of skills in hardware, software, networking, written communication, verbal communication, and problem solving. The completed program prepares students for the industry recognized CompTIA A+, CompTIA Network+ and CompTIA Security+ certification exams, to join the computer support workforce or to continue their education. The Associate in Applied Science includes 18 credit hours from the General Requirements including 6 credit hours in Communications, 6 credit hours in Mathematics, Natural and Computer Sciences, 3 credit hours in Social Sciences, 1 credit hour in Student Success, and 42 credit hours in Program or Elective courses.

Program Outcomes: Upon completion of the program, graduates will be able to:

- Analyze a problem, and identify and define the appropriate computing requirements
- Demonstrate an understanding of professional, ethical, legal, security and social issues and responsibilities
- Use current techniques, skills, and tools necessary for computing practice
- Demonstrate an understanding of computer hardware, software, network, and security necessary to pursue industry-based certifications
- Communicate effectively with a range of audiences

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

There are no specific admission requirements for this program. Institutional requirements are described below.

New students:

Students must obtain, complete, and submit the following:

1. An Application for Admission.
2. An official high school/home-school transcript, including final grades, grade point average, class ranking (if available), and graduation date, or an official copy of GED scores.
3. An official transcript from each university/college attended, including any dual credit courses taken while in high school.
 - All first-time students are required to provide high school transcripts or GED scores for placement purposes. For placement purposes, unofficial transcripts are accepted. The following guidelines are used to determine tool used for placement
 - Students who provide high school transcripts with a graduation date within the last three (3) years are encouraged to use their cumulative high school GPA instead of placement exams.
 - Students who have completed the GED (Version 2014) within the last three (3) years are encouraged to use their GED scores instead of placement exams.
 - Students may also use ACT or SAT scores that are within the last three (3) years for placement.
 - Students who have graduated from High School or completed their GED more than three (3) years ago will need to take the ACCUPLACER placement test.
 - Official transcripts are required and must be mailed or transmitted electronically by the issuing institution directly to GCCC Admissions Office. Hand-carried, faxed, or emailed copies are not acceptable.
4. Student Health Requirement – Tuberculosis (TB) In accordance and compliance with the TB Risk Assessment Law (Kansas Statute K.S.A. 65-129e), all Garden City Community College students who have traveled, resided in for more than three months, or were born in any country where Tuberculosis (TB) is endemic as identified by the Centers for Disease Control and Prevention must provide TB test results prior to attending classes/completing enrollment. Any General Information student who is not in compliance with the applicable State of Kansas Statute is not eligible to attend classes or enroll for classes, or obtain an official academic transcript or records until the student is compliant with the requirements. All students must complete the TUBERCULOSIS SCREENING QUESTIONNAIRE and if required, obtain a completed/approved Certificate of Health Form from the Finney County Health Department or other approved Health Care Provider.

High School Students:

High school sophomore, junior, and senior students, including home-study program students, may enroll concurrently in college courses with written permission of their high school principal and parent or legal guardian. A yearly cooperative agreement with the unified school district or

the home-study school and the college must be on file in the Registrar's Office for college credit to be granted. Individual student permission forms must be submitted each semester.

Graduation Requirements

Students who successfully complete the A.A.S. degree will complete 60 credit hours with a grade of "D" or higher in the appropriate courses as described below.

Students who successfully complete the Certificate B will complete 31 credit hours with a grade of "D" or higher in the appropriate courses as described below.

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.

Per the Kansas Department of Labor's Long Term Occupational Outlook (2020-2030), Computer User Support Specialists number 7467 in 2020 and are projected to number 8,218 in 2030. The increase of 751 represents a 10% increase, or 1.0% annual increase. After considering Exits, Transfers, the Total Openings are 6,374, or 637 on an annual basis. The Annual Mean salary is \$50,140 and the Annual Median salary is \$47,500. This same Long Term Occupational Outlook notes typical education required is some college, no degree. According to the Kansas Department of Labor, the most common level of education required is some college courses, a post-secondary certificate, or an associate's degree. 44.75% of jobs require one of these levels of education.

- 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.
This application includes letters of support from Finney County Economic Development, Tyson Foods, and Western State Bank.

An additional letter of support from USD 457 is also included.

- Describe how the proposed program supports the Perkins Comprehensive Local Needs Assessment.
The most recent Comprehensive Regional Needs Assessment completed in February 2022 indicates the need for "tech support jobs...in our area continues to rise as technology and the need for added security is ever-changing. The local hospital, school districts, and several banks in our area have expressed a need for this type of education as both continuing education and tech career training" (p. 12).
- 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.

No formal business/industry partnerships exist at this time.

- Describe/explain any business/industry partnerships specific to the proposed program.

Kansas Board of Regents												
Kansas Training Information Program (K-TIP)												
Program Performance by Career Cluster / Academic Discipline												
Information Technology by Assoc/Cert												
Academic Year 2021												
CIP Code	Program Name	Institution	Total # Declared Majors	Total # Concentra tions	Total # Pursuing Additional Education	Total # Graduate s	Total # Graduat es Exited Employed	Total # Graduate s Exited and Employe d	Average Wage:	Median Wage:	Graduate s Exited and Employe d	Graduate s Exited and Employe d
11.1006	Computer Support Specialist	Highland Community College	26	14	19	^	^	^	^	^	^	^
11.1006	Computer Support Specialist	Hutchinson Community College	32	16	17	9	7	6	\$22,303	\$21,015		
11.1006	Computer Support Specialist	Johnson County Community College	110	37	50	16	10	9	\$33,465	\$30,813		
11.1006	Computer Support Specialist	Kansas City Kansas Community	25	10	12	7	^	^	^	^	^	^
11.1006	Computer Support Specialist	Neosho County Community College	12	^	5	^	^	^	^	^	^	^
11.1006	Computer Support Specialist	Seward County Community College	5	^	^	^	^	^	^	^	^	^
11.1006	Computer Support Specialist	WSU Tech	172	117	90	23	17	14	\$27,387	\$26,949		
Grand Total			1,751	848	956	237	161	134	\$34,943	\$32,459		
Sources: KHEDS Academic Year Collection, KDOL and MDOLIR Wage Records												
^ Indicates a cell has been marked for small-cell protection or no data has been reported.												

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 are no formalized partnerships or agreements existing for this program application.

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.

Existing programs with the same CIP code are provided in a table below.

- Was collaboration with similar programs pursued:
Collaboration has not been attempted because of the geographic distance between institutions which offer this program. The closest institution is approximately 221 miles from Garden City Community College.

Program Information

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

Course Descriptions

CSCI-101 Introduction to Management Information Systems 3 credit hours

This course is an introductory class that assists students in learning about how computers work and about how the computer is used in our world. Topics range from what parts a computer is made of to how to write a computer program. Also, addressed are topics such as how data are stored, how networks and the Internet work, how to secure a computer from malware, and ethical dilemmas that arise in modern computing. This class includes detailed discussion of computer logic, data flow, number systems and computer memory.

CSCI-102 Introduction to Programming 3 credit hours

This course is recommended for computer science majors. It covers the basic logic required to design and develop good logical computer programs. Course topics include hardware and software configurations as well as the concepts of program logic, top-down design, and structured programs. This course may be taken concurrently with Introduction to Management Information Systems.

CSCI-107 Advanced Programming 3 credit hours

Prerequisite: One of the entry level programming courses or permission of instructor. This course covers disk file structure, creation, and management. Emphasis is placed on logic methods of data file use. Topics include utility programs, and file types within a specific language. This course may be repeated as computer languages change.

CSCI-110 Computer Concepts and Applications 3 credit hours

This course introduces the basics of computer usage for Internet, email, word processing, spreadsheet, database, and presentation software programs. This first course provides information to the non-computer user and familiarizes the student with the basics of computer usage. Successful completion of this course will enable the student to continue studying the advanced features of the studied software. This course may be repeated for additional credits as software use changes.

CSCI-125 CompTIA A+ Essentials 3 credit hours

Students will gain the knowledge required to assemble components based on customer requirements, install, configure, and maintain devices for end users. This course also covers the basics of networking and security/forensics, proper and safe diagnosis, resolve and document common hardware issues while applying troubleshooting skills.

CSCI-126 CompTIA A+ Practical Applications 3 credit hours

Students will gain the knowledge required to install, configure, and maintain software for end users. This course will also cover the basics of networking and security/forensics, properly and safely diagnose, resolve, and document common software issues while applying troubleshooting skills. Students will also gain appropriate customer support and soft skills; understand the basics of virtualization, desktop imaging, and deployment.

CSCI-130 Introduction to Cybersecurity 3 credit hours

This course examines the security aspects of computer systems, technology, management, and policy. Fundamental security concepts are presented and a review of risks, threats, and countermeasures.

CSCI-140 Overview of Computer Science 3 credit hours

An overview of computer science is presented in the areas of Networking, Software, Operating Systems, Computer Architecture and Algorithms. The course also examines some of the ethical and legal aspects of Internet security, software engineering and database technology.

CSCI-150 Microsoft Network Essentials 3 credit hours

Learn to install, configure, manage, and troubleshoot basic networks of any size and prepare for an entry-level networking career in the IT industry. Students learn the foundations of network design and management, focusing on the media, topologies, protocols, and standards upon which modern networks are built. This class prepares students to pass the CompTIA Network+ industry exam and provides a foundation for more advanced courses in Microsoft and Linux client/server networking.

CSCI-190 Computer Ethics 3 credit hours

Computer Ethics examines various social, legal, philosophical, ethical, political, constitutional, and economic implications of computing technology. This course presents an array of contemporary topics and issues relevant to modern society.

CSCI-230 Security+ 3 credit hours

This class introduces students to computer network vulnerabilities and threats and how to safeguard computer networks from those vulnerabilities and threats. This course will expose the student to network security planning, network security technology, network security organization and the legal and ethical issues associated with network security. In this course, students will learn the skills necessary for Security+ certification.

CSCI-262 Project Management 3 credit hours

This course introduces project management fundamentals and a framework for managing information technology projects. Project management knowledge areas and process groups are reviewed. The course provides preparation for employment in industry and for project management certification.

MATH-116 Discrete Mathematics 3 credit hours

This course is the study of discrete objects versus continuous objects. It is useful in the study of topics such as set theory, logic, combinatorics and graph theory. It provides a foundation for computer science topics like programming languages, algorithms, database theory, operating systems and computer security.

PCDE-101 Student Success 1 credit hour

This course is designed to increase the students' opportunities for success in college by exploring career options, setting meaningful academic and career goals, developing essential skills such as information literacy and critical thinking skills, and engaging in academic behaviors and effective study strategies.

PCDE-109 Career Success 1 credit hour

This course is designed to instill the necessary attitudes, skills, and behaviors in students to be successful in the classroom as well as the workplace. The focus of this course is to assist students in the development or refinement of good work ethic behaviors.

CSCI-123 IT Essentials (ITF+) 3 credits

Prerequisite: None. Students will gain the knowledge and skills required to identify and explain the basics of computing, IT infrastructure, software development, and database use. In this course, students will learn the skills necessary to prepare for the CompTIA ITF+ certification.

CSCI-152 Computer Networks 3 credits

This course provides an introduction to computer networks by examining the network layer model, network management, network security and operational security.

CSCI-222 Programming Language Concepts 3 credits

An overview of the history and evolution of programming language concepts is presented. This course introduces the Python programming language. Prerequisite: programming language experience.

CSCI-232 Information Security 3 credits

Prerequisite: Overview of Computer Science (CSCI-140) or Computer Networks (CSCI-152). This course covers the 10 domains of the Information Security Common Body of Knowledge. Topics include cloud and mobile security, bring- your-own device and compliance.

CSCI-234 Digital Forensics 3 credits

Prerequisite: Overview of Computer Science (CSCI-140). This course covers the principles and techniques of modern digital forensics and legal considerations. Topics covered include: steps of an investigation, admissibility of evidence, the process of data acquisition and document analysis.

CSCI-242 Operating Systems 3 credits

Prerequisite: Overview of Computer Science (CSCI-140). This course is intended for computer science and engineering students. The course covers the fundamentals of operating systems and their design, including approaches to resource management.

CSCI-244 Relational Database Design 3 credits

Prerequisite: Overview of Computer Science (CSCI-140). This course teaches relational database design relevant to current databases, applications and best practices. The goal is to design databases that are soundly structured, reliable and flexible using database planning and by defining tables, fields, keys, table relationships, business rules and views.

CSCI-260 Software Engineering 3 credits

Prerequisite: Overview of Computer Science (CSCI-140). This course provides an introduction to software engineering and the methodology of creating dependable and secure systems.

CSCI-264 Agile Methodology 3 credits

This course examines the values, principles, framework and processes of the Agile approach as compared to the Waterfall software development methodology. The benefits of the Agile approach, the roles of participants and the impact of the entire development life cycle are reviewed.

CSCI-266 Disaster Recovery 3 credits

Prerequisite: Overview of Computer Science (CSCI-140). This course presents an overview of how to prepare, develop and implement a successful disaster recovery plan. An emphasis is placed on risk assessment, business impact assessment, recovery site planning, data backup activities, testing the plan, and updating a disaster recovery plan.

CSCI-290 Data Analytics (Data+) 3 credits

Prerequisite: College Algebra (MATH-108). Students will gain the skills required to facilitate data-driven business decisions. Areas of focus include mining data, manipulating data, visualizing and reporting data, applying basic statistical methods, and analyzing complex datasets while adhering to governance and quality standards throughout the entire data life cycle.

CSCI-292 Statistical Process Control 3 credits

Prerequisite: College Algebra (MATH-108). This course shows how to use measurements to manage and improve software processes. Quality characteristics of software products and processes can be quantified, plotted and analyzed using principles of statistical quality control. In turn, the performance of software can be predicted, controlled and guided to achieve both business and technical goals.

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

This application includes two fully-stackable credentials. There are no multiple or alternative curricula.

- 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.

The **Technical Certificate Level B** requires the completion of the eleven courses (31 credit hours) and can be accomplished in two semesters by students who are studying full-time.

Semester 1 (16 credits)

CSCI-101 Introduction to Management Information Systems	3 credits
CSCI-102 Introduction to Programming	3 credits
CSCI-110 Computer Concepts and Applications	3 credits
CSCI-125 CompTIA A+ Essentials	3 credits
CSCI-126 CompTIA A+ Practical Applications	3 credits
PCDE-101 College Success or PCDE-109 Career Success	1 credit

Semester 2 (15 credits)

CSCI-150 Microsoft Networking Essentials	3 credits
CSCI-152 Computer Networks	3 credits
CSCI-230 Security+	3 credits
CSCI-262 Project Management	3 credits
CSCI-123 IT Essentials	3 credits

Total in Cert B: 31 credits

The **Associate in Applied Science** degree requires a minimum of 60 credits hours. The general education requirement is 15 credit hours, and the program and elective requirement is 45 credit hours. The degree can be accomplished in four semesters by full- time students.

Semester 1 (16 credits)

CSCI-101 Introduction to Management Information Systems	3 credits
CSCI-102 Introduction to Programming	3 credits
CSCI-110 Computer Concepts and Applications	3 credits
CSCI-125 CompTIA A+ Essentials	3 credits
CSCI-126 CompTIA A+ Practical Applications	3 credits
PCDE-101 or PCDE-109 Career Success General Ed.	1 credit

Semester 2 (15 credits)

CSCI-150 Microsoft Networking Essentials	3 credits
CSCI-152 Computer Networks	3 credits
CSCI-230 Security+	3 credits
CSCI-262 Project Management	3 credits
CSCI-123 IT Essentials	3 credits

Semester 3 (15 credits)

CSCI-130 Introduction to Cybersecurity	3 credits
CSCI-140 Overview of Computer Science	3 credits
Mathematics/Science/Computer Science General Ed.	3 credits
Communications General Ed.	3 credits
CSCI-290 Data Analytics	3 credits

Semester 4 (14 credits)

CSCI-107 Advanced Programming	3 credits
CSCI-190 Computer Ethics	3 credits
Mathematics/Science/Computer Science General Ed.	3 credits
Social Science General Ed.	3 credits
Personal Wellness General Ed.	2 credits

Total AAS 60 credits

- 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

The program is not specifically accredited by any external agency or organization. However, it does prepare students for relevant industry certifications: CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Project+, CompTIA ITF+ (supporting coursework under development), CompTIA Data+ (supporting coursework under development).

Faculty

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

Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the college in determining whether a faculty member is qualified. In Technical Education fields, faculty are assessed by either academic credentials or by industry certifications and experience within the field: Bachelor's Degree, 4,000 hours of equivalent work experience, valid and current industry-recognized credentials, or a combination of these qualifications.

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.).

This application's total estimated costs for two years is \$196,733, but, for the immediate future, this program application does not represent a net cost to the institution.

Faculty

This project expansion can function inside the current faculty member's course load. As a part of program development for the Title III STEM grant, this faculty member's teaching load was reduced. Therefore, approximately 75% of load is covered by the STEM grant. An additional \$29,250 in faculty compensation represents the college's portion for this existing full-time faculty member, which is in the college's current budget and not considered "new" money.

Technology

An additional \$33,951.37 of STEM grant funding has been spent on supplies and technology.

- Provide detail on **CA-1a form**.
- Provide Excel in CTE fee details on the **CA-1b form**.
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- If the program is requesting Perkins funds, provide details on the **CA-1c form**.
- If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form**.
- Describe any grants or outside funding sources that will be used for the initial start up of the new program and to sustain the proposed program.

Program Review and Assessment

- Describe the institution's program review cycle.

Garden City Community College's Comprehensive Program Review is aligned with the Strategic Planning process placing programs on a five-year rotation schedule. Programs review the five previous years of disaggregated outcomes and departmental data for an in-depth evaluation of where the program has been and where it stands at the point of review. A five-year plan for the future is then created based upon the evidence from the evaluation. This future plan feeds into the annual assessment process for the program. Results from program reviews directly impact the budgetary and curricular goals of the programs, departments, and institution ensuring data driven priorities are funneled into the annual planning process and report for future expenditures, hires, reductions, plans, etc. Programs also align changes to curricula and planning as a result of this rigorous comprehensive process.

GCCC's assessment processes and methodologies were adapted from the Assessment 101 model, which has been used successfully for over a decade at many schools. Although GCCC faculty chose to modify processes and templates to fit institutional culture, they retained the core practices represented in this model: (1) develop quality outcomes; (2) identify multiple measures (direct and indirect) to measure student learning on those outcomes; (3) establish pre-determined targets for overall student performance on the measures; (4) devise appropriate strategies for data collection that are reasonably representative of the student population (and include program majors only for program assessment); (5) ensure that all intended data are collected; (6) analyze and interpret data to identify factors that led to results that were observed; (7) identify and implement action plans aimed at improving student learning and track results across cycles; and (8) integrate assessment results and resource needs from related action plans into budget and planning processes at the program, department, and institutional levels. Additionally, faculty ensure that assessment occurs in a consistent manner across instructional locations and modalities, including distance learning and dual enrollment high school courses.

Program Approval at the Institution Level

- Provide copies of the minutes at which the new program was approved from the following groups:
 - o Program Advisory Committee
(including a list of the business and industry members)
 - o Curriculum Committee
 - o Governing Board (We will need to get these from Jodie)
(including a list of all Board members and indicate those in attendance at the approval meeting)

Submit the completed application and supporting documents to the following: Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson St., Suite 520
Topeka, Kansas 66612-1368

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: Garden City Community College

Proposed Program: Computer Support Specialist Certificate B/AAS

<u>IMPLEMENTATION COSTS</u>				
Part I. Anticipated Enrollment		Implementation Year		
Please state how many students/credit hours are expected during the initial year of the program?				
		Full-Time	Part-Time	
A. Headcount:		10	--	
Part II. Initial Budget		Implementation Year		
A. Faculty		Existing:	New: 0	Funding Source:
Full-time	1	\$ 58,500	\$	75% Title V HSI STEM Grant
Part-time/Adjunct	0	\$	\$	
		Amount	Funding Source	
B. Equipment required for program		\$		
C. Tools and/or supplies required for the program		\$ 951.00	Title V HSI STEM Grant	
D. Instructional Supplies and Materials		\$		
E. Facility requirements, including facility modifications and/or classroom renovations		\$		
F. Technology and/or Software		\$ 33,000.37	Title V HSI STEM Grant	
G. Other <i>(Please identify; add lines as required)</i>				
Total for Implementation Year		\$ 92,451.37	\$77,826.37 from Title V HSI STEM Grant	
<u>PROGRAM SUSTAINABILITY COSTS (Second and Third Years)</u>				
Part I. Program Enrollment		Second and Third Years		
Please state how many students/credit hours are expected during the first two years of the program?				
		Full-Time	Part-Time	
A. Headcount:		10	--	
Part II. Ongoing Program Costs		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	1	\$58,500	\$	75% Title V HSI STEM Grant
Part-time	0	\$	\$	
		Amount	Funding Source	
B. Equipment required for program		\$		
C. Tools and/or supplies required for the program		\$		
D. Instructional Supplies and Materials		\$		
E. Facility requirements, including facility modifications and/or classroom renovations		\$		
F. Technology and/or Software		\$	\$29,250 of faculty compensation in current operating budget. \$121,701.37 in faculty compensation and supplies coming from HSI STEM Grant	
G. Other <i>(Please identify; add lines as required)</i>				
Total for Program Sustainability		\$150,951.37		

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

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

Submit the completed application and supporting documents to the following:

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

KBOR Excel in CTE Fee Summary for Proposed Academic Programs

CA-1b Form (2020)

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

Institution Name:	GARDEN CITY COMMUNITY COLLEGE
Program Title:	COMPUTER SUPPORT SPECIALIST
Program CIP Code:	11.1006

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

<i>Please list all courses within the program and any fees associated to those courses : Only list costs the institution is charging students. Do not duplicate expenses.</i>		
Course ID	Short Description	Amount
CSCI-102 INTRO TO PROGRAMMING	Course fee for python PCAP certification exam prep study materials. These are practice exams and study materials for the Python Certified Entry-Level Programmer exam and also the Python Certified Associate Programmer. This also includes a fee for students to take the national PCEP exam.	\$91.00
CSCI-107 ADVANCED PROGRAMMING	Course fee for python PCAP certification exam prep study materials. These are practice exams and study materials for the Python Certified Entry-Level Programmer exam and also the Python Certified Associate Programmer. These materials include study materials for the Microsoft Python Certification Exam and the fee for the exam.	\$91.00
CSCI-125 COMPTIA A+ ESSENTIALS	Course fee for an electronics tool kit to disassemble and re-assemble computer systems.	\$31.00
CSCI-126 COMPTIA A+ PRACTICAL APPLICATIONS	Course fee for several storage devices (flash drives, super speed memory data storage device) to create a software tool kit of utilities that are useful for computer system trouble-shooting.	\$11.00
CSCI-123 IT ESSENTIALS	Course fee for exam prep materials for the Microsoft and PCEP certification exams. The fee includes the guide for the COMP TIA IT Fundamentals and the exam fee itself.	\$ 189.00

<i>Please list items the student will need to purchase on their own for this program: Institution is not charging students these costs, rather students are expected to have these items for the program.</i>		
Item	Short Description	Estimated Amount

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2020)

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

Program Eligibility

An “eligible recipient” is an eligible institution or consortium of eligible institutions qualified to receive a Perkins allocation.

An “eligible institution” is an institution of higher education that offers CTE programs and will use Perkins funds in support of CTE coursework that leads to technical skill proficiency or a recognized postsecondary credential, including an industry-recognized credential, a certificate, or an associate degree, which does not include a baccalaureate degree.

Any program receiving Perkins funds must be designated as a technical program by KBOR. Definition of a technical program may be found in state statute K.S.A. 72-1802. Criteria adopted by the Board of Regents may be found in their February 20, 2019 meeting packet.

Program Levels:

Educational Award Level	Credit Hours
SAPP	0-15
Certificate A	16-29
Certificate B	30-44
Certificate C	45-59
Associate of Applied Science	60-69

Stand-Alone Parent Programs (SAPPs) must meet the following criteria:

- Minimum of 8 credit hours
- Minimum of 80% tiered credit hours
- Maintain an average of 6 concentrators over the most recent consecutive 2-year period

Certificates and Associate of Applied Science degrees must meet the following criteria:

- Minimum of 51% tiered credit hours
- Maintain an average of 6 concentrators over the most recent consecutive 2-year period
- Comply with Program Alignment – *if applicable*

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2020)

Name of Institution	Garden City Community College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Marc Malone, Vice President for Instructional Studies, (620) 276-9597, marc.malone@gcccks.edu
Name, title, phone, and email of the Perkins Coordinator	Chuck Pfeifer, Dean of Technical Education and Workforce Development
Program Name	Computer Support Specialist
Program CIP Code	11.1003
Educational award levels <u>and</u> credit hours for the proposed request	Certificate B and AAS
Percentage of tiered credit hours for the educational level of this request	45%
Number of concentrators for the educational level	0
Does the program meet program alignment?	Yes
Justification for conditional approval: <i>(this section must reference information found within the Local Needs Assessment)</i>	This expansion of Computer Support Specialist exit points is targeted specifically at the type of technology jobs needed in our area. The expansion responds to the need for “tech support jobs” (Needs Assessment p.12) for which the need “in our area continues to rise as technology and the need for added security is ever-changing” (p. 12). The added focus on Network+, Security+, and Project+ target expanded technical support capabilities above the Certificate A level.

Signature of College Official  Date 12/7/22

Signature of KBOR Official _____ Date _____

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

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	Garden City Community College
Name, title, and email of person responsible for Academic program	Chuck Pfeifer, Dean for Technical Education and Workforce Development, chuck.pfeifer@gcccks.edu
Name, title, and email of Financial Aid contact	Melinda Harrington, Director of Financial Aid, Melinda.harrington@gcccks.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)
11.1006	Computer Support Specialist	AAS, Certificate B	Spring 2023

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

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

Kansas Promise Eligibility Request Form

CA-1d Form (2021)

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 Maich Malone Date 12/7/22

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



Dear President Ruda,

Please take this letter in support of Garden City Community College's (GCCC) Computer Support Specialist certificate and A.A.S. application. Tyson Fresh Meats Finney County has been a supporter of GCCC for years and we have partnered with them on a variety of projects on multiple occasions.

We have concerns about network security and the classes and training would help us better understand the threats that exist in the cyber world.

Tyson Fresh Meats Finney County would support classes that deal with Cyber security and other Network training for my team members here at the plant, I am also willing to attend meetings that deal with this issue.

We are willing to support this venture with my time and employee participation in these classes.

Thanks.

Mike Pilcher

Tech Manager

Tyson Fresh Meats

Holcomb, KS 67851



WESTERN STATE BANK
"Quality Tradition You Can Trust"

Dr. Ryan Ruda
President
Garden City Community College
801 Campus Drive
Garden City, KS 67846

RE: Computer Support Specialist Member Advisory Group

Dear President Ruda,

I write this letter in support of Garden City Community College's (GCCC) Computer Support Specialist certificate and A.A.S. application. Western State Bank has been a proud supporter of GCCC and its mission of educating young minds in southwest Kansas, and we hope to continue to partner with everyone at GCCC for many years to come.

Banks and other financial institutions are becoming one of the top cyber-attack targets in this country, and while our risk is increasing, our ability to attract qualified cybersecurity professionals is drastically decreasing. The best solution for us, and for southwest Kansas, is to invest in training local talent to meet the rising demand for qualified computer support professionals. We would welcome a program that could provide our company and community with highly trained cybersecurity professionals.

Western State Bank can offer support to the program in the form of advisory committee participation, student internships, guest speaking in the classroom, etc. We would also be interested in attending recruiting events and other activities on campus that can highlight the opportunities for employment in the field of cybersecurity and computer science.

In summary, Western State Bank is excited about the potential for a new Computer Support Specialist program at GCCC and we support your application.

Best Regards,

Jason Drohman
Senior V.P. of Operations, I.T., & Security
Western State Bank

Finney County Economic Development Corporation



November 9, 2022

Dear President Ruda,

I write this letter in support of Garden City Community College's (GCCC) Computer Support Specialist certificate and A.A.S. application. Finney County Economic Development Corporation (FCEDC) has been a supporter of GCCC for years and we have partnered with them on a variety of projects on multiple occasions.

In a time when our agriculture sector increasingly relies on technology our need for computer support education and professionals is very high. We are aware of the vital role that technology plays in our modern world and the need to keep our systems safe and secure to prevent costly disruptions to our economy and supply chains is a top priority. This program will strengthen our local economy so that we can continue to feed the world.

FCEDC can offer support to the program in the form of advisory committee participation, guest speaking in the classroom, and program promotion to our industrial and commercial partners. We are also interested in attending recruiting events and other activities on campus that can highlight the opportunities for employment in the field of computer support.

In summary, FCEDC is excited about the potential for a new Computer Support Specialist program at GCCC and we support your application.

Sincerely,



Shannon L. Dick
Director of Analytics
Finney County Economic Development Corporation
shannon@ficoedc.com
620-277-5800

December 6, 2022

Jennifer Hands
Career & Technical Education Coordinator
USD #457, Garden City Public Schools
1205 Fleming St.
Garden City, KS. 67846

To Whom it May Concern:

The skills students develop when problem-solving computer errors are valuable and transferrable to a variety of careers. With the new development of a Computer Support Specialist program at Garden City Community College, I believe Garden City High School students would greatly benefit from dual-credit courses in this field of study. If Garden City Community College were able to provide these dual-credit courses, Garden City High School would strive to make the courses accessible to our students.

Sincerely,

Jennifer Hands

Jennifer Hands
Career & Technical Education Coordinator

Garden City Community College
Computer Science
MINUTES
10/10/2022
JCVT 1302
12:00 pm
Special Meetings as Necessary

Mission

Garden City Community College exists to produce positive contributors to the economic and social well-being of society.

Vision

GCCC will be the premier educational nexus to progress, providing world class learning in a dynamic environment. From Here, you can go anywhere.

Values

Bold innovation

Unwavering Integrity

Service and Collegiality

Trust, Transparency, & Accountability

Empowered Creativity & Academic Freedom

Responsible Leadership

Student-centered focus

Board Members:

Attendees: Beth Tedrow, Ron Carlson, Jason Drohman, Daniel Eslinger, Joe Jabara, Clay Billings, Chuck Pfeifer, Julie Farr, Ashley Winger, Dr. Steve Karlin, Gabe Winger, Linda Adams

- I. Meeting Called by: Dr. Steve Karlin
Time: 12:00 pm
 - A. Introductions
 - a. Introductions were made around the room

- II. Review Minutes from previous meeting
 - A. Motion for approval - Dan Eslinger
 - B. 2nd – Beth Tedrow

- III. Campus Update
 - A. Chuck Pfeifer, Dean of Technical Education
 - i. Title III Federal Grant
 1. New Programs
 - a. Cybersecurity
 - b. Robotics
 - c. Crop Production
 2. STEM Center Renovation
 - a. Cyber Room
 - i. Latest Technology
 1. Multiple screens
 2. Interactive Instruction Board
 3. REQUEST FROM BOARD
 - a. Virtual learning tools
 - b. Cloud based concepts
 - ii. May need a 2nd specialized instructor for course demand

- IV. Perkins Grant Update
 - A. Chuck Pfeifer
 - i. Purpose and Structure breakdown
 - ii. State Funding – one allocation for all of Tech ED
 - 1. Divided among all 15 programs
 - a. Professional Development Funding
 - b. Equipment Funding
- V. Report from Student Members
 - A. Update once new courses are in pilot phase
- VI. New Business
 - A. Community Involvement
 - i. Update once students become involved in program activities
 - B. Program Proposal
 - i. New Programs must submit an application for a curriculum review and approval
 - 1. Advisory Board support
 - 2. Internal review Board - Curriculum & Instruction Committee
 - 3. State Application Process
 - ii. PowerPoint Presentation – slides provided
 - 1. Explanation of different degree plans
 - a. Ron Carlson – CSCI Instructor
 - i. 2021 Computer Support Specialist – Cert A
 - ii. 2022 Cybersecurity – AAS & Cert B
 - 1. First submission - Not approved
 - a. Cybersecurity is too complex to complete in 2 years. Offer more exam prep for more varied cert programs. Resembles too much of Computer Support Specialist
 - 2. Second Proposal
 - a. Expand Computer Support Specialist
 - i. AAS (60 CR HR) & Cert B (31 CR HR)
 - ii. Five Degree/Certificate Programs
 - iii. Board vote to approve updated curriculum as presented
 - 1. Motion to approve – Dr. Karlin
 - 2. 2nd – Dan Eslinger
 - 3. All in favor – motion carries
 - iv. Board vote to accept the nomination Vice President
 - 1. Jason Drohman was named and accepted
 - 2. All in favor – motion carries

VII. Old Business

A. N/A

VIII. Open Discussion

A. Industry is looking for more cloud-based learning vs A+

B. Need to decide what type of program the board will be advising on. What will make us different from other programs.

IX. Adjournment

Time: 1:13 pm

A. Set date for next meeting

i. Tentative for Spring 2023

Curriculum and Instruction Committee
Meeting Agenda
October 18, 2022

Attendance

Voting Members:

A quorum requires ½ of voting members +1 voting member.

<i>Present</i>	<i>Absent</i>
Helen Weeks	Devin Wackerla
Nicole Dick	Bret Haire
Amy Waters	
Nancy Unruh	

Guests:

Jodie Tewell
Samantha Sanger (virtual)
Marc Malone - Chair
Yuriy Drubinskiy
Ben Gershon
Ron Carlson
Patsy Zeller
Tracy Lamb

Approval of Minutes - Motion to approve by Nicole, Second by Amy. Approved unanimously.

I. Old Business: Discussion Topics

- a. New Program: Robotics – Yuriy Drubinskiy
 - i. Program is a blend of industry and college needs.
 - ii. Includes adding new classes and updating current classes.
 - iii. Students will have experience with coding, robotics, and design.
 - iv. 36-hour Cert B options and 65-hour AAS option. Future plans to develop transfer AS option as well.
 - v. Sam will work with Yuriy to set up curriculum map based on presented PLOs.
 - vi. For new courses
 1. SLOs should be reworked to use a word other than understand.
 2. ROBT possible prefix for new courses. Numbers will be decided soon. Nancy will work with Yuriy to get these established.
 3. Syllabi include old Essential Skills wording not new General Education wording. Sam will work with Yuriy to get those fixed.
 - vii. Program to start Fall 2023. Aligns with Title III grant.
 - viii. Amy moves to approve program and courses with updates noted. Second by Helen. Motion passed unanimously.
 1. Next step, GCCC Board of Trustees in November. Then to KBOR after internal approval.

- b. Program Approval—Computer Support Specialist Certificate B and AAS – Ron Carlson
 - i. GCCC already has a Cert A in Computer Support Specialist (CSS). This program is an extension of what we already provide.
 - ii. This is a KBOR aligned program
 - iii. One course being reactivated to complete the program plan.
 - iv. Program to start Fall 2023. Aligns with Title III grant.
 - v. Nicole moves to approve program and courses with updates noted. Second by Amy. Motion passed unanimously.
 - 1. Future may add a Cert C.
 - 2. Next step, GCCC Board of Trustees in November. Then to KBOR after internal approval.

- c. Course Reactivation—CSCI-152 Computer Networks – Ron Carlson
 - i. Syllabi submitted has wrong title, Ron is already aware and will fix. Title should be Computer Networks (not Networking Essentials).
 - ii. New SLOs presented in syllabi from last used.
 - iii. See section I.b.v. above for motion and approval (with program).

- d. Nursing Curriculum Changes – Amy Waters
 - i. Working with an education expert to revise program and location points where students are having a difficult time with the program.
 - ii. Recall, health, and wellness requirements for nursing students is waived. This frees up hours for students to take more Nursing-specific courses.
 - iii. Interpersonal Communications prerequisite removal presented for some of courses.
 - iv. These changes will lead to PLO changes.
 - 1. Lowering the number of PLOs from 14 to 6.
 - 2. Paper copy provided during meeting.
 - v. NURS 212 Leadership (title change)
 - 1. Presented syllabus has incorrect name in header. Should be Advanced Leadership.
 - vi. NURS 201 Maternal Child II (title change)
 - 1. Has been a low scoring area, giving more focus to this topic.
 - 2. Moving from one (1) to two (2) hours.
 - vii. NURS ___ Transition to Professional Practice (new course)
 - 1. To help prepare students for testing.
 - viii. NURS 203 Mental Health II (title change)

- ix. Plan is to start Fall 2023.
 - 1. Curriculum maps and catalog will change then.
 - 2. More than 25% of the program will be changed, therefore will need to report to KBOR.
 - x. After C&I approval, would move on to KSBN in December. Course numbers needed before submission to KSBN. Discussion on maybe changing course numbers.
 - xi. Nursing syllabi all appear to be missing the General Education Outcomes section.
 - xii. Motion to approve title changes, credit hour change, new course (NURS 212, 201, ____, 203), presentation of remaining course changes seen in bullet below by Nicole. Second by Nancy. Item approved unanimously.
 - xiii. Return to C&I for future notification of remaining changes: Prerequisite changes for program (IPC), PLOs, and course semester sequence.
 - 1. C&I may need to update forms to allow for more flexibility on changes for programs.
- e. New Course Request: College Algebra Companion – Ben Gershon
- i. The goal of the companion class is to help students with additional review and practice of needed concepts for success in College Algebra.
 - ii. Corequisite reform. Hopefully remove the need for as many remedial classes in the future.
 - iii. Request for 1 credit hour class for students with 2 hours load for instructors.
 - 1. Code class as a lab class to comply with credit hour compliance.
 - iv. Motion by Nancy to approve adding a new class with lab amendment above. Second by Helen. Approved unanimously.
- f. MATH 108-College Algebra prerequisite change – Nicole Dick
- i. May not be able to change prerequisites at section level. Might override requirements for Spring 23 pilot.
 - ii. Motion by Nancy to table item for further research. Second by Helen. Approved unanimously with vote above (I.g.iv).

II. Tabled Business – until next C&I Meeting – November 2022

- a. Tabled to next meeting. Syllabus Master Template Updates (Vote Required)
 - i. Delivery Modes Section
 - ii. Academic Dishonesty and Appeal
 - iii.

- b. Tabled to next meeting. PHSC 110: Introduction to Meteorology: Approved for reactivation in May 2022, not in catalog. Add to and to general education distribution list in AS, AGS, AAS degree
 - i. *Does this course transfer as a general education course to at least two Regent institutions in Kansas?*
- c. Tabled to next meeting. Policy Review: Academic Ethics Policy Revision and Statement for Student Handbook-Veronica Goosey
- d. Tabled to next meeting. Policy Review: Course Cancellation Policy-Veronica Goosey

Motion to adjourn. 1:14pm.

**GARDEN CITY
COMMUNITY COLLEGE
November 15, 2022**

Trustees Present: Leonard Hitz, Dr. Merilyn Douglass, Beth Tedrow, David Rupp, Bob Larson, Shanda Smith

Others Present: Dr. Ryan Ruda, President
Karla Armstrong, Vice President
Madilyn Limberg, Assistant Director of Marketing and PR
Meghan Flynn, Reporter Garden City Telegram
Jodie Tewell, Executive Assistant to the President
Matt Stockemer, Web and Systems Administrator
David Larson, Software Specialist
Veronica Goosey, Associate Professor of English, Faculty
Senate President
Mason Osborne, Campus Police
Allison Sandoval, SGA Representative
Brittany Clark, Student Activities Director
Antonio Turner, Campus Safety Officer
Jaime McVey, Health, Physical Education and Recreation
Instructor
Seferino Ramirez, SGA President

CALL TO ORDER:

Chair Douglass called the board meeting to order at 6:02 pm.

COMMENTS FROM THE CHAIR:

Chair Douglass appreciated Dr. Ruda for his leadership during the HLC visit. The pillars that GCCC has created were the basis for our success. Chair Douglass, Trustee Hitz, and Trustee Larsen attended the ACCT conference in New York City and will give a report next month. Chair Douglass thanked all who attended the Board Appreciation Dinner on November 3, 2022. The campus will be closed next week for a break.

B. Report for SGA

Club organizations will have a tree decorating contest for the Community Christmas Party and students will have their Tree Lightening on December 1.

C. New Employees

Antonio Lamar Turner, Campus Safety Officer
Jaime McVey, Health, Physical Education and Recreation Instructor
Jamie Major, Allied Health Faculty

II. CONSENT AGENDA

Chair Douglass and Trustee Smith requested to pull Items A, C-1, D, and E.

Move to approve to accept the consent agenda Items B, C - 2, C-3, C-4, C-5.

Motion: Beth Tedrow

Second: Bob Larson

Ayes: Hitz, Smith, Tedrow, Douglass, Rupp, Larson

Nays: None

Motion Carried: 6-0

(A) Approval of minutes of previous meetings

Thursday, November 3 - Shanda was not in attendance.

Move to approve with the correction on page 12, removing Shanda Smith's name from attendees.

Motion: Marilyn Douglass

Second: Beth Tedrow

Ayes: Hitz, Smith, Tedrow, Douglass, Rupp, Larson

Nays: None

Motion Carried: 6-0

November 15, 2022

(B) Approval of personnel actions-Human Resources
 (Supporting documents filed with official minutes)

(C) Approval of Financial information

C-1 Karla Armstrong, CFO, provided a corrected sheet of the Published Funds Operation Revenues and Expenses. The correction was made in the YTD Rev/Exp with encumbrances column. The corrected information is below.

Garden City Community College

10/31/22 - 33.3% of the year

Published Funds Operating Revenues and Expenses

	Budget FY23				Difference from prior year	FY22		
	Adopted Working Budget	YTD Rev/Exp with encumbrances	YTD % of Budget	Adopted Working Budget		YTD Rev/Exp with encumbrances	YTD% of Budget	
Revenues								
Fund 11 - General Fund	\$ 20,062,008	\$ 3,970,874	19.79%	-1.44%	\$ 17,624,740	\$ 3,742,062	21.23%	
Fund 12 - PTE	\$ 3,129,412	\$ 1,165,226	37.23%	0.69%	\$ 2,914,162	\$ 1,065,000	36.55%	
Fund 16 - Auxiliary	\$ 3,327,811	\$ 1,732,124	52.05%	2.90%	\$ 3,325,910	\$ 1,634,596	49.15%	
Fund 61 - Capital Outlay	\$ 1,931,076	\$ 44,466	2.30%	-0.27%	\$ 1,694,075	\$ 43,554	2.57%	
TOTAL	\$ 28,450,307	\$ 6,912,690	24.30%	-1.08%	\$ 25,558,887	\$ 6,485,212	25.37%	
Expenses								
Fund 11 - General Fund	\$ 20,062,008	\$ 6,468,518	32.24%	1.12%	\$ 17,624,740	\$ 5,486,153	31.13%	
Fund 12 - PTE	\$ 3,129,412	\$ 924,878	29.55%	3.16%	\$ 2,914,162	\$ 769,114	26.39%	
Fund 16 - Auxiliary	\$ 3,327,811	\$ 955,076	28.70%	1.89%	\$ 3,325,910	\$ 891,667	26.81%	
Fund 61 - Capital Outlay	\$ 1,931,076	\$ (680,046)	-35.22%	-35.57%	\$ 1,694,075	\$ 6,002	0.35%	
TOTAL	\$ 28,450,307	\$ 7,668,426	26.95%	-1.03%	\$ 25,558,887	\$ 7,152,936	27.99%	

kia

11.10.22



We haven't closed the year - so the totals include past year encumbered expenses.

(Supporting documents filed with official minutes)

Move to approve C-1 as presented.

Motion: Marilyn Douglass

Second: Leonard Hitz

Meeting of Trustees
 November 15, 2022

Ayes: Hitz, Smith, Tedrow, Douglass, Rupp, Larson

Nays: None

Motion carried: 6-0

(D) Computer Support Specialist Program Approval

Dr. Ruda presented information for Computer Support Specialist Certificate B and AAS. This is a redraft of a program we brought forward to the Board, specifically in Cyber Security. Through the process of approval, TEA suggested we redraft our application as Computer Support Specialist.

Trustee Tedrow discussed pages 40, 41, and 43 that refer to the AAS as 64 credits. On pages 40 and 41, the AAS is 60 credit hours. The AAS is 64 credits, and AS is 60. Chuck Pfeifer will go through the program and correct the discrepancies.

Move to accept consent agenda Item D – Computer Support Specialist with corrections as discussed.

Motion: David Rupp

Second: Bob Larson

Ayes: Hitz, Smith, Tedrow, Douglass, Rupp, Larson

Nays: None

Motion Carried: 6 -0

E. Robotics Program Approval

Dean Chuck Pfeifer presented information on the Robotics program. Robotics Program: This program was identified within the Title III Grant. There is a vast array of opportunities in Robotics. Trustee Tedrow discussed that pages 57 and 58 refer to 65 credit hours and Associate "of" not 'in." Page 66 minimum credit hours has 65 credit hours. This program is 65 credit hours. Trustee Tedrow requested Associate "IN."

*Meeting of Trustees
November 15, 2022*

Move to approve Item II-E as stated.

Motion: David Rupp

Second: Bob Larson

Amended motion to approve Item II – E with corrections.

Motion: David Rupp

Second: Bob Larson

Ayes: Hitz, Smith, Tedrow, Douglass, Rupp, Larson

Nays: None

Motion Carried: 6 -0

III. CONFIRMATION OF MONITORING REPORTS:

A. Monitoring Reports and ENDS

No Reports this month.

B. Review Monitoring Reports

B-1 Workforce Preparedness

Students will be prepared for success in the workplace. Chair Douglass looked for additional definitions during the ACCT conference. The first one is what is called financial literacy. A student in the workforce should know how to pay bills, use credit cards, and understand loans and repayments. The Trustees had a robust discussion regarding how to set indicators for student success in this area.

The trustees agreed to update #2 in the policy to state:

"Students will have discipline and collaborative skills necessary to be successful in the workplace and have exposure to relevant work ethics and financial literacy. "

Consensus to change work preparedness as stated above.

IV. OTHER

A. Open comments from the public

No public comments

B. President's Report

Dr. Ruda presented information regarding HLC Accreditation, Bronbuster Outdoor Fitness Center, and Exploration Day Success; we had three Bronbusters named to the All – Jayhawk Team – Kate Perryman, Fiona Arnold, Jelena Milovanovic, Head Coach Patric Hitz reached his 10th career win and his 50th win at GCCC this season and Endowment Association Scholarship Celebration. Congratulations to the women's half-marathon team, which finished fourth at the NJCAA National Championships in Tallahassee, Florida.

Trustee Rupp suggested adding more lighting around the Fitness Center to help protect our resources. Dr. Ruda said that in the master planning, once we get the greenhouse, we will do more landscaping and lighting in that area.

E. Incidental Information

Trustees accepted printed reports.

F. Report from FCEDC

There are 10 Housing Projects in process in the area at this point. Some of them are under construction, and the rest are in the planning and permitting process.

*Meeting of Trustees
November 15, 2022*

CHILDCARE-

3RD Street facility is in the License phase with KDHE.

Dreams Childcare on 8th St. (former Community Daycare) was hoping to be open soon.

Community Day Care (across the street from Dorms) had to close temporarily because of a lack of staff. It is open now.

G. Report from KACCT

The next meeting is December 2-3 in Coffeyville.

H. Report from Faculty Senate

Veronica Goosey reported that faculty are pleased and relieved with how well the HLC visit and Exploration Day went. Faculty are still reviewing instructional policies. Veronica gave the trustees information regarding DE&I sessions during the NISOD conference.

V. Ownership Linkage

Trustee Rupp attended the Allied Health Meeting on October 27 for Marilyn (while she was in New York). It was their first meeting, and it went well. A discussion was about Alzheimer's disease, and the research was done with the KU Alzheimer's Disease Research Center. SW KS is part of this research, with Glenda Owens participating. There were 3 of their representatives attended, and they discussed the partnership and help that Glenda Owens has provided so far. Classes involving some of the paths will start in the spring.

Trustee Tedrow attended the Early Childhood meeting. Two representatives come from Liberal and contribute generously to the information presented.

Trustee Hitz attended coffee with the President. There was a good turnout. He encouraged the President to have it more often. It would be a good idea to have coffee with the Board. There were questions and requests on some personal enrichment classes, like how to use your iPhone and iPad. We have Chris Turpin coordinating this.

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There were questions about why the buses were sitting out and not in the new transportation building.

Trustee Tedrow commented that she has seen people using the new outdoor exercise equipment.

Trustee Hitz noticed that students were taking reserved seats during games. Ashely, Emmett, Mike, Colin, and Dr. Ruda have all asked students to move when the seats are needed.

The December Board meeting has been moved to the 13th to accommodate the break.

Special Board meeting placeholder on December 16 – the John Deere building. We will verify that date once we get the final information.

Chair Douglass discussed the results of last month's Board evaluation. The Board filled out this month's evaluation. We are at a point where we can entertain changing the questions. Chair Douglass will bring new ones to the next meeting.

VI. Executive Session

No session

VII. Adjournment

The meeting adjourned at 7:41 pm.

Jodie Tewell
Deputy Clerk

Dr. Ryan Ruda
President

Dr. Merilyn Douglass
Chairman of the Board

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