

# New Program Request Form

## CA1

### General Information

Institution submitting proposal	Northwest Kansas Technical College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Ben Schears, President 785-890-1501 Ben.schears@nwktc.edu
Identify the person responsible for oversight of the proposed program	Lisa Blair, Ph.D. Dean of Academic Advancement
Title of proposed program	Child Care Specialist
Proposed suggested Classification of Instructional Program (CIP) Code	19.0708 Child Care and Support Services Management
CIP code description	A program that focuses on the provision and management of child care services and that prepares individuals to plan, design, and manage child care facilities and programs that meet children's developmental needs and interests and that provide safe and healthy environments. Includes instruction in child development and psychology; home- and institution-based child care; identification of diseases, injuries, and psychological trauma and applicable referrals; parent relations; personnel and business management principles; and related laws and policies.
Standard Occupation Code (SOC) associated to the proposed program	25-2011 Preschool Teachers except Special Education
SOC description	Instruct preschool-aged children in activities designed to promote social, physical, and intellectual growth needed for primary school, day care center, or other child development facility.
Number of credits for the degree <u>and</u> all certificates requested	Cert A: 17 credits Cert B: 32 credits AAS: 62 credits
Proposed Date of Initiation	Fall 2022
Specialty program accrediting agency	National Association for the Education of Young Children (NAEYC)
Industry certification	The Council for Professional Recognition CDA (Child Development Associate)

Signature of College Official  Date 10-26-21

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.

In Northwest Kansas, a number of groups have been discussing initiatives to address the lack of child care in the region. The Sherman County Community Foundation has a “strategic doing” committee, consisting of representatives from USD352, local child care providers, Sherman County government, the regional hospital, the library, and liaisons with the Dane G. Hansen Foundation. Additionally, LiveWell Northwest Kansas is a nonprofit advocacy organization addressing health issues for Northwest Kansans. The Northwest Kansas Educational Service Center has also partnered with NWKTC to address the teacher shortage for local HeadStart programs. Finally, the community developer for Grainfield, Kansas has partnered with NWKTC in an effort to address the need for child care for the communities around the town of Grainfield, KS.

The lack of child care impacts the economic vitality of the region, as prospective employees need quality child care in order to be available to fill the positions needed to keep our businesses and services open. While several of these organizations are seeking support to build and/or maintain child care facilities, NWKTC’s role is to provide the training/education for child care providers through the certification and AAS options. We plan to offer the program solely in the online modality, and to target our Junior/Senior Option audience among our high schools in the service region as well as to provide online delivery for adult learners.

In Sherman County, there are 460 children under the age of 6, with 214 potentially needing childcare. There are 16 family or group child care homes, zero child care centers, and one preschool/Head Start program. Only 49% of the desired capacity meets the potential demand with an estimated gap of 109 slots for children under the age of 6. (Child Care Aware point-in-time data as of October 17, 2021). The economic impact of this disparity is approximately \$189,480 according to the Bi-Partisan Policy Center Child Care Gap Assessment.

Similar statistics are available among the seventeen counties of the NWKTC service region. While each community is working to address the additional of family child care, group child care, or child care centers, it is the goal of NWKTC to provide the training and certifications necessary for a qualified labor force to fill the anticipated openings that will occur as homes and centers are developed and expanded.

### **Program Description**

- Provide a complete catalog description (including program objectives) for the proposed program.
- List and describe the admission and graduation requirements for the proposed program.

### **Catalog Description**

The Child Care Provider program prepares students to serve as teacher's aides and lead teachers in a variety of child care facilities that serve infants, toddlers, and pre-school age children. Core concepts to be addressed include the developmental stages (physical, social, intellectual, and emotional) of infants, toddlers and pre-school aged children; legal and ethical considerations in child care; observing and recording children's behavior, and building relationships with the children's families and the community at large.

### **Program Objectives**

Upon successful completion of the child care program, students will be able to:

1. Plan a safe and healthy learning environment for infants, toddlers and pre-school-aged children
2. Advance children's physical development
3. Advance children's intellectual development
4. Advance children's social development
5. Advance children's emotional development
6. Implement strategies for building relationships with families and communities
7. Observe and record children's behavior
8. Abide by principles of ethical conduct and professionalism, following local, state and federal laws pertaining to child care.

### **Admission Requirements**

Northwest Tech is an open enrollment, public college. Students must meet one of the following requirements for admission:

- Graduated from an accredited high school
  - Earned a General Education Development (GED) Diploma
  - Enrolled as a high school junior or senior with written permission from the high school principal
  - Enrolled as a high school freshman in a recognized gifted program with an individual education plan (IEP) and written permission from the high school principal
- Northwest Tech reserves the right to deny admission or readmission to a student if it is determined to be in the best interest of the college to do so or if the college is unable to provide the services, courses, or program(s) needed to assist the student in meeting educational objectives.
1. Students applying for admission to Northwest Tech—who have not completed previous coursework with the college—should complete the following steps:
    1. Complete and submit an application for admission either online or at the admissions office. Electronic applications are available on the college website (<http://www.nwktc.edu/admissions/apply-now>) and paper applications are available through the admissions office.

2. Pay the \$25 Application Fee.
3. Request an official high school transcript, including final grades and graduation date, or GED examination results be sent directly to the Registrar's Office, PO Box 668, Goodland, KS 67735.
4. Request official transcripts from all previously attended post- secondary institutions be directly sent to the Registrar's Office, PO Box 668, Goodland, KS 67735. College transcripts will be evaluated in their entirety to determine the transfer of credit on the semester hour system.
5. Request ACT, COMPASS, or SAT scores, taken within the last three years be sent to Admissions, PO Box 668, Goodland, KS 67735. The COMPASS test is available at Northwest Tech. Contact the admissions office to schedule a test time and date.
6. Submit the Federal Application for Student Financial Aid and enter the corresponding school code (005267), if applicable.

To ensure a smooth transition to Northwest Tech, the required documents must to be on file prior to the beginning of the semester. If the admissions requirements are not met, enrollment in the following semester may be denied and an academic hold is placed on the student account so no transcript of completed work will be released.

Students transferring to Northwest Tech from another postsecondary institution must request a high school transcript or GED examination scores as well as official post- secondary transcripts from all institutions previously attended. The transcripts must be sent to the Registrar's Office, PO Box 668, Goodland, KS 67735.

Transfer credits will be evaluated on a course-by-course basis subject to the policies outlined in the Academic Advising and Course Registration section of the college catalog. Credits will be converted to the semester credit hour system, if applicable.

Transfer students with academic sanctions from previous institutions may enroll at Northwest Tech under a probationary status to ensure student success. Transfer students filing for federal financial aid must submit all college transcripts prior to packaging and awarding financial aid to ensure compliance with all regulations.

Northwest Tech adheres to the eligibility guidelines established by concurrent credit partnerships in relation to enrolling secondary students in post-secondary coursework. High school sophomores, juniors, and seniors enrolled in public, private, or homeschool institutions may enroll in college courses with written permission from the high school principal. All high school students must achieve a minimum 2.5 GPA or higher as well as meet established course pre-requisites and/or minimum test scores. All courses use college syllabi and students are responsible for obtaining the appropriate textbooks. Annual cooperative agreements with the school district or homeschool are required for college credit to be granted. Individual student permission forms must be submitted each semester enrolled. Students and parents may contact the high school counselor, high school concurrent credit coordinator, or Northwest Tech Dean of Academic Advancement for more information.

## **Graduation Requirements**

1. Commencement exercises are held in May and are designed to give the graduating students the recognition deserved for completing a technical certificate program and/or an AAS Degree at Northwest Kansas Technical College. Students completing their education and leaving during the calendar year are encouraged to participate in the May graduation. Following the May commencement, the actual certificate or degree will be mailed to students who graduated prior to May and to students who graduate after the May commencement. A student must have an overall GPA of 2.0 or better, for the entire program of study, to receive the technical certificate or degree.

All graduating students on occupational work experience (OWE) are expected to return to the college in May as designated within each department for final visitation with instructors and graduation.

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

### **KLIC.dol.ks.gov data:**

CIP code 19.0708 (Child Care and Support Services Management) aligns with SOC code 25-2011 (Preschool Teachers, Except Special Education).

Employment trends and projections statewide

- **Occupational Growth:** The job outlook for preschool teachers is expected to increase 5% over the next ten years, with a projected 2181 annual openings for the next ten years
- **Occupational replacement rates:** Anticipated 820 Exits; 1258 Transfers, for a numerical change of 103 over the next ten years
- **Estimated annual median wages:** The average annual wage is \$29,280.
- **Typical education level needed for entry:** The background needed for entry into this occupation is as associate’s degree.

The preschool teacher occupation is ranked 183 with a total demand score of 11 for KDOL High Wage High Demand Occupations.

### **Demand from the Local Community.**

Attached, please find letters of support from:

1. Travis Rickford, CEO LiveWell Northwest Kansas
2. Melanie Daise, Chair, Sherman County Community Foundation’s Strategic Doing group for Early Childhood
3. Kay Haffner, Grainfield Community Development

### **Perkins Comprehensive Local Needs (and Head Start Local Needs analysis)**

According to the 2019 Perkins Comprehensive Local Needs analysis, there is a gap in the number of concentrators and completers in our region: 8-9% of the needs are being met in the Human Services at this

time. With the emphasis by the Kansas State Board of Education on Kindergarten Readiness, there is a high gap in training for daycare and preschool providers. Our local regional needs assessment team identified a lack of childcare steadily increasing within our communities.

According to the 2020 Community Assessment conducted by the Northwest Kansas Educational Service Center, there are currently 64 children on the waitlists for Head Start among the twelve counties served; there are 38 children on the waitlist for Early Head Start programs among the twelve counties served.

### **Business/Industry Partnerships**

The Sherman County Community Foundation is a partnership among local schools (USD352; NWKTC) businesses (Goodland Regional Medical Center), city and county governments, and the Dane G. Hansen Foundation to address the shortage of qualified child care options.

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

**K-TIP Report AY19**

Colleges with CIP Code 19.0708 Child Care and Support Services Management

Institution	# Majors Declared	# Graduates	# Grads Employed	Annual Median Wage
Allen County Community College	25	6	n/a	n/a
Barton County Community College	25	n/a	n/a	n/a
Butler Community College	116	15	n/a	n/a
Cloud County Community College	n/a	n/a	n/a	n/a
Cowley Community College	55	13	9	\$22,550
Dodge City Community College	26	6	n/a	n/a
Highland Community College	n/a	n/a	n/a	n/a
Hutchinson Community College	42	5	n/a	n/a
Independence Community College	8	n/a	n/a	n/a
KCKCC	91	14	9	\$17,311

\*Washburn Tech’s program is classified under CIP Code 19.0709 and is entitled Child Care Provider/Assistant. This program had 25 declared majors, with 7 graduates exiting and employed earning an annual median wage of \$20,350.

**Collaboration with Similar Programs**

Dr. Lisa Blair reached out to Janet Davidson at Cowley Community College to seek input and advice regarding the Early Childhood program. Further collaboration with similar programs will be pursued as the need arises.

### **Program Information**

- List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program.
- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.
- 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.
- 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

### **Courses**

#### **Cert A = 17 credits**

##### ECE 100 Principles of Child Development and Learning (3 credits)

This course provides an overview of theories addressing the psychosocial stages of children (birth to eight years of age). Special attention will be paid to the learning process and how child care providers can enhance children's development by incorporating age-appropriate strategies and techniques derived from the various theoretical orientations.

##### ECE 105 Early Childhood Health and Safety (1 credit)

This course provides an in-depth look at how infants and toddlers interact with their physical environments, leading to health and safety concerns. Students will research how to create and maintain a safe and healthy environment that meets and/or surpasses state guidelines.

##### ECE110 Pediatric First Aid and CPR (1 credit)

This course provides hands-on training for administering first aid and CPR to infants, toddlers and preschoolers. This course will require physical attendance to complete the training; students should work with instructors to identify the dates/times of training.

##### ECE 115 Early Childhood Physical and Intellectual Development (3 credits)

This course provides an overview of the milestones and developmental tasks related to physical and cognitive/intellectual growth of infants, toddlers and preschoolers.

##### ECE 120 Early Childhood Social and Emotional Development (3 credits)

This course provides an overview of the milestones and developmental tasks related to social and emotional growth of infants, toddlers and preschoolers.

##### ECE 125 Building Relationships with Families and Communities. (1 credits)

This course introduces the principles of collaborating with and educating the families and communities in which the child care provider operates. Students will be required to identify relevant resources within their local communities that will address the needs of families with young children.



**ECE 130 Observing and Recording Children's Behavior (2 credits)**

This course introduces the skills and processes necessary for observing and recording children's behavior. Ethical considerations and confidentiality will be emphasized. Students will practice skills by visiting child care settings to observe children's behavior. The final project in this class requires students to apply their knowledge by conducting an in-depth study of one child, preparing a professional write-up of the child's developmental levels.

**ECE 135 Early Childhood Ethics and Professionalism (1 credit)**

This course provides an exploration of ethical dilemmas that the child care provider may face. Emphasis will be placed on how to resolve moral/ethical dilemmas in a professional manner. Additional topics include how child care providers engage in professional development, join professional organizations, and advance their careers.

**ECE 140 Child Care Regulations and Operations (2 credits)**

This course introduces the regulations pertaining to child care settings in the state of Kansas. Students will identify regulations such as fire safety inspections, child:provider ratios for each type of child care setting; licensing regulations; mandates for reporting incidents and other requirements that are current at time of the class. Additional topics include record keeping, budgeting, facility managements, family involvement, and hiring/training/supervising/evaluating staff.

**Cert B = Cert A + 15 credits**

**ECE 145 Preparation for CDA Certification (1 credit)**

This course provides an overview of the expectations and requirements for individuals preparing to enter the child care setting in the state of Kansas. Preparing for the CDA certification and child care lab experiences will be emphasized. Students will be required to meet eligibility requirements (background check; TB test; other vaccinations or tests as required by current laws or guidelines). Students who do not pass the background check or other required tests will not be eligible to enter the child care setting.

**ECE 150 Portfolio Development for Early Childhood (3 credits)**

This course provides an opportunity for students to prepare their CDA-required professional portfolio, which is a collection of reference materials related to working with children and families. Portfolios must adhere to the CDA Competency Standards.

**ECE 155 Child Care Lab I: Infants. (3 credits)**

This course provides an opportunity for students to complete the CDA-required professional work experience focusing on infants. Students will complete at least 160 hours of working directly with infants. Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

**ECE 160 Child Care Lab II: Toddlers (3 credits)**

This course provides an opportunity for students to complete the CDA-required professional work experience focusing on toddlers. Students will complete at least 160 hours of working directly with toddlers. Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

**ECE 165 Child Care Lab III: Preschoolers (3 credits)**

This course provides an opportunity for students to complete the CDA-required professional work experience focusing on preschoolers. Students will complete at least 160 hours of working directly with preschoolers.

Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

**ECE 170 Nutrition for the Young Child (1 credit)**

This course introduces the basic factors that impact child health. Students will identify and apply the nutritional guidelines for providing meals and snacks to children in the child care setting. Students will also prepare informational materials targeting families of young children regarding nutritional guidelines.

**ECE 175 Young Children with Special Needs (1 credit)**

This course offers an overview of various physical or developmental challenges that may impact child care. Skills pertaining to providing quality care and education along with issues such as positioning, feeding, adaptive equipment, family dynamics, and invasive procedures will be covered.

**A.A.S. = Cert B + General Education + 9 credits**

**ECE 200 Early Childhood Language and Literacy (3 credits)**

This course introduces theories regarding how young children acquire and develop language skills. The relationship between language and literacy will be explored. Students will find age-appropriate language skills (games, books) for infants, toddlers, and preschoolers.

**ECE 205 Early Childhood Inclusion and Diversity (3 credits)**

This course introduces theories of inclusion while exploring a broad spectrum of factors that create diversity among young children. Special emphasis on how child care providers can help young children understand and include individuals who may be different from themselves.

**ECE 210 Recognizing Abuse and Neglect (1 credit)**

This course provides an overview of signs and symptoms pertaining to childhood abuse and neglect. Students will learn how to identify the symptoms and how to make referrals to appropriate authorities.

**ECE 215 Creative Experiences with Young Children (2 credits)**

This course will examine why play is important to the child's development. Special emphasis will be placed on the various developmental domains and milestones (physical, social, emotional, etc.)

**General Education Courses: (21-23 credits)**

**COMM 150 Interpersonal Communication or other Communications elective (3 credits)**

This course is an introduction to interpersonal and group communication theories and their application in relationship development, conflict resolution, group problem solving, and group presentations.

**ENGL 110 English Composition I (3 credits) or English Comp I with review (5 credits)**

English Composition I provides students learning and writing experiences allowing them to improve their knowledge, skills, and understanding of writing and reading. This course enables the students to communicate effectively through a variety of writing activities. The students will recognize the importance of the grammatical and rhetorical structure of language as applied to greater effectiveness and clarity in writing.

Regular writing assignments will enable students to recognize the process of creating clear and accurate documents.

**MATH xxx (3-5 credits)**

Depending on Math placement scores, students will either complete Tech Math or Intermediate Algebra with Review.

**HUM 105 Ethics or other Humanities elective (3 credits)**

This course introduces the significance of moral philosophy in a broader context. Students will demonstrate an understanding of major normative ethical theories and recognize key characteristics of philosophical inquiry as well as apply ethical theories to moral problems.

**ART 101 Art Appreciation or other Humanities elective (3 credits)**

Art Appreciation is an exploration of the visual arts and an in-depth study of the elements, principles, media and methods used in creating visual works. This course will also take a brief look at art history and the origin of visual arts.

**CF 101 Computer Fundamentals or other science elective (3 credits)**

This course is designed to include computer concepts, terminology, hardware structures and software applications for business and professional use. Special emphasis will be on the operating systems, the Internet, word processing, database, presentation graphics and spreadsheets.

**BA 215 Personal Finance. (3 credits)**

This course will provide an overview of personal and family financial planning with an emphasis on recordkeeping, planning your spending, tax planning, consumer credit, making buying decisions, purchasing insurance, selecting investments, and retirement and estate planning.

**Pathways**

Cert A (17 credits) – includes preparation for the CDA certification

Cert B (32 credits) – includes field experiences and portfolio development to complete the CDA certification

A.A.S (62 credits) – includes general education and advanced topics in Early Childhood Education

**Accreditations**

NWKTC will seek accreditation with National Association for the Education of Young Children when appropriate (we must have graduated at least one student before being eligible for this accreditation).

## Program of Study

### PROGRAM GUIDE for Cert A\* and Cert B

#### CERT A

ECE 100	Principles of Child Development and Learning	3 credits
ECE 105	Early Childhood Health and Safety	1 credit
ECE110	Pediatric First Aid and CPR	1 credit
ECE 115	Early Childhood Physical and Intellectual Development	3 credits
ECE 120	Early Childhood Social and Emotional Development	3 credits
ECE 125	Building Relationships with Families and Communities.	1 credits
ECE 130	Observing and Recording Children's Behavior	2 credits
ECE 135	Early Childhood Ethics and Professionalism	1 credit
ECE 140	Child Care Regulations and Operations	2 credits

#### CERT B

ECE 145	Preparation for CDA Certification	1 credit
ECE 150	Portfolio Development for Early Childhood	3 credits
ECE 155	Child Care Lab I: Infants.	3 credits
ECE 160	Child Care Lab II: Toddlers	3 credits
ECE 165	Child Care Lab III: Preschoolers	3 credits
ECE 170	Nutrition for the Young Child	1 credit
ECE 175	Young Children with Special Needs	1 credit

\*Note that students may exit after either the Cert A or Cert B but they would not earn the CDA certification with the Cert A alone.

## PROGRAM GUIDE for the A.A.S. Degree in Child Care Specialist

**SEMESTER ONE**

ECE 100	Principles of Child Development and Learning	3 credits
ECE 105	Early Childhood Health and Safety	1 credit
ECE110	Pediatric First Aid and CPR	1 credit
ECE 115	Early Childhood Physical and Intellectual Development	3 credits
ECE 120	Early Childhood Social and Emotional Development	3 credits
COMM xxx	Interpersonal Communication (or COMM elective)	3 credits
MATH xxx	Math (per placement scores)	3 credits
		<b>17 credits</b>

**SEMESTER TWO**

ECE 125	Building Relationships with Families and Communities.	1 credits
ECE 130	Observing and Recording Children's Behavior	2 credits
ECE 135	Early Childhood Ethics and Professionalism	1 credit
ECE 140	Child Care Regulations and Operations	2 credits
ECE 145	Preparation for CDA Certification	1 credit
ECE 170	Nutrition for the Young Child	1 credit
ECE 175	Young Children with Special Needs	1 credit
ENGL 110	English Composition I (or English Comp with Review)	3-5 credits
CF 101	Computer Fundamentals	3 credits
		<b>15 credits</b>

**SEMESTER THREE**

HUM 105	Ethics. (or Humanities elective)	3 credits
ECE 150	Portfolio Development for Early Childhood	3 credits
ECE 155	Child Care Lab I: Infants.	3 credits
ECE 160	Child Care Lab II: Toddlers	3 credits
ECE 165	Child Care Lab III: Preschoolers	3 credits
		<b>15 credits</b>

**SEMESTER FOUR**

ECE 200	Early Childhood Language and Literacy	3 credits
ECE 205	Early Childhood Inclusion and Diversity	3 credits
ECE 210	Recognizing Abuse and Neglect	1 credit
ECE 215	Creative Experiences with Young Children	2 credits
ART 101	Art Appreciation. (or Humanities elective)	3 credits
BA 215	Personal Finance.	3 credits
		<b>15 credits</b>

**Faculty**

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

**Faculty Credential Policy** (page 36-37 of Employee Handbook 2021 Revision)

Northwest Tech will employ qualified faculty members who have the formal education or related work experience for the area in which they will be employed. All faculty will be placed on a professional development plan upon employment.

At the time of hiring, all technical faculty members must hold a minimum of a high school diploma or equivalent, and two years of work experience within, or closely related to, the field of study of their instruction. Technical faculty who do not already possess an associate's degree will be required to earn said degree within the first three (3) years of employment. Upon completion of the associate's degree, technical faculty will be required to earn a bachelor's degree within the following four (4) years through a curriculum relevant the work they undertake at the College.

At the time of hiring, all general education faculty members must hold a minimum of a master's degree or higher with a minimum of eighteen (18) hours within the discipline of instruction.

Northwest Tech recognizes the difficulty of finding qualified technical and general education faculty. In cases where this exists, the college reserves the right to hire faculty with reduced or alternative qualifications, provided, there is a professional development plan in place. The professional development plan must be developed to raise the qualifications of the faculty member to the standard appropriate by the College and external accrediting bodies.

**Specifically, instructors in the Child Care program will be expected to bring at least 3-5 years of experience in the providing child care (either a family or group home; a child care center or preschool or Head Start); a bachelor's degree with at least 18 credit hours of early childhood coursework.**

### **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.).
- Provide detail on **CA-1a form**.
- Provide Excel in CTE fee details on the **CA-1b form**.
- 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.

### **Budget Narrative**

**Physical Facilities.** Because we plan to offer this program online, we anticipate the only need for facilities will include creating office space for the instructor.

**Equipment.** The Early Childhood program will need equipment relevant to supporting the instructor (office equipment and computer).

**Faculty.** We plan to hire one instructor who will develop the online curriculum, deliver instruction both synchronously and asynchronously, and to help coordinate the practicum experiences for students who seek the CDA certification. The starting wage for faculty is approximately \$45,000 with a benefits package of approximately \$10,000 in benefits.

**Instructional Materials.** Instructional materials will include textbooks, videos, and websites. The anticipated annual expense for instructional materials will be budgeted at \$2000.

**Accreditation.** NWKTC will explore the option of accreditation with the National Association for the Education of Young Children (NAEYC). Before NWKTC could be considered for accreditation with this body, we must have graduated at least one student.

Attachments:

CA-1a  
CA-1b  
CA-1c  
CA-1d

### **Grants or Outside Funding Sources.**

By offering this program online, we anticipate funding the program through cost recovery by tuition and relevant fees. At this time, we are not seeking grants or outside funding sources to support the program.

### **Program Review and Assessment**

- Describe the institution's program review cycle.

The NWKTC Curriculum & Assessment Committee oversees the Program Review process. Currently, each program completes an annual review and an assessment plan that is reviewed by the C&A committee, the Dean of Academic Advancement, the program Advisory Boards, and the college President. If programs are deficient in any area, they work with the Dean of Academic Advancement to set goals for the upcoming year.

### **Program Approval at the Institution Level**

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

Attached in the appendices, please find:

1. Minutes of the Child Care Program Advisory Board
2. Minutes of the Curriculum & Assessment Committee
3. Minutes of the Area Board of Control that oversees NWKTC

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: Northwest Kansas Technical College

Proposed Program: 46.0503. Plumbing Technology

<u>IMPLEMENTATION COSTS</u>					
<b>Part I. Anticipated Enrollment</b>			Implementation Year		
Please state how many students/credit hours are expected during the initial year of the program?					
			Full-Time	Part-Time	
A. Headcount:			--	6	
<b>Part II. Initial Budget</b>			Implementation Year		
A. Faculty			Existing:	New:	Funding Source:
Full-time	#	\$	\$ 55,000		General Fund
Part-time/Adjunct	#	\$	\$		
		Amount		Funding Source	
B. Equipment required for program		\$ 2,000		General Fund	
C. Tools and/or supplies required for the program		\$			
D. Instructional Supplies and Materials		\$ 5,000		General Fund	
E. Facility requirements, including facility modifications and/or classroom renovations		\$			
F. Technology and/or Software		\$ 2,000		General Fund	
G. Other <i>(Please identify; add lines as required)</i>					
<b>Total for Implementation Year</b>		\$64,000			

<u>PROGRAM SUSTAINABILITY COSTS (Second and Third Years)</u>					
<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:			6	6	
<b>Part II. Ongoing Program Costs</b>			First Two Years		
A. Faculty			Existing:	New:	Funding Source:
Full-time	#	\$ 55,000	\$		General Fund
Part-time	#	\$	\$		
		Amount		Funding Source	
B. Equipment required for program		\$			
C. Tools and/or supplies required for the program		\$			
D. Instructional Supplies and Materials		\$ 1000		General Fund	
E. Facility requirements, including facility modifications and/or classroom renovations		\$			
F. Technology and/or Software		\$ 1000		General Fund	
G. Other <i>(Please identify; add lines as required)</i>					

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

<b>Total for Program Sustainability</b>	\$ 57,000	
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Please indicate any additional support and/or funding for the proposed program:  
AS this will be delivered online, expenses are expected to be minimal.

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

*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>	Northwest Kansas Technical College
<b>Program Title:</b>	Child Care Specialist
<b>Program CIP Code:</b>	19.0708

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

Fee	Short Description	Amount

*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
ECE 145	Fee for background check required for child care providers	\$30

*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
Professional Portfolio	Materials may include binders, paper, supplies, games, books, videos needed for the student to compile a resource for future use as a child care provider	\$100-300
Immunizations	TB test and/or other immunizations as required by law	\$10-50

# Carl D. Perkins Funding Eligibility Request Form

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

CA-1c 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 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 21<sup>st</sup> Century Act

CA-1c Form (2021)

Name of Institution	Northwest Kansas Technical College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Ben Schears, President 785-890-1501 Ben.schears@nwktc.edu
Name, title, phone, and email of the Perkins Coordinator	Michael Zimmerman, Instructor 785-890-1578 Michael.zimmerman@nkwtc.edu
Program Name	Child Care Specialist
Program CIP Code	19.0708
Educational award levels <u>and</u> credit hours for the proposed request	Cert A: 17 credits Cert B: 32 credits AAS: 62 credits
Percentage of tiered credit hours for the educational level of this request	Cert A: 100% Cert B: 100% AAS: 66%
Number of concentrators for the educational level	Cert A: anticipated 6 each year Cert B: anticipated 6 each year AAS: anticipated 6 each year
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>According to the 2019 Perkins Comprehensive Local Needs analysis, there is a gap in the number of concentrators and completers in our region: 8-9% of the needs are being met in the Human Services at this time. With the emphasis by the Kansas State Board of Education on Kindergarten Readiness, there is a high gap in training for daycare and preschool providers. Our local regional needs assessment team identified a lack of childcare steadily increasing within our communities.</p> <p>According to the 2020 Community Assessment conducted by the Northwest Kansas Educational Service Center, there are currently 64 children on the waitlists for Head Start among the twelve counties served; there are 38 children on the waitlist</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)

	<p>for Early Head Start programs among the twelve counties served.</p> <p>In Sherman County, there are 460 children under the age of 6, with 214 potentially needing childcare. There are 16 family or group child care homes, zero child care centers, and one preschool/Head Start program. Only 49% of the desired capacity meets the potential demand with an estimated gap of 109 slots for children under the age of 6. (Child Care Aware point-in-time data as of October 17, 2021). The economic impact of this disparity is approximately \$189,480 according to the Bi-Partisan Policy Center Child Care Gap Assessment.</p>
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Signature of College Official  Date 10-26-21

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	Northwest Kansas Technical College
Name, title, and email of person responsible for Academic program	Lisa Blair, Ph.D. Dean of Academic Advancement Lisa.blair@nwktc.edu
Name, title, and email of Financial Aid contact	Penny Nemechek Financial Aid Specialist Penny.nemecheck@nwktc.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)

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)
19.0708	Child Care Specialist	Cert A; Cert B; AAS	FA22

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 10-26-21

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)



# Unified School District 352



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

RE: Letter of Support for new Childcare Program at NWKTC

Dear Director of Workforce Development:

It is my pleasure to provide this letter of support for the proposed Childcare Program at Northwest Kansas Technical College (NWKTC) in Goodland, KS. I represent Goodland Unified School District 352 and the Sherman County Community Foundation Strategic Doing Process and am currently serving on the Advisory Board.

We are working with several organizations in Northwest Kansas to address the severe shortage of childcare options, which impacts the labor market and economic development of our region. The current phase of the Strategic Doing process, affiliated with the Dane G. Hansen Foundation, identifies childcare needs as one of the primary challenges facing our community (and rural Northwest Kansas at large) and recognizes that a significant component to that concern is the availability of qualified personnel. This program will be an asset to address this need. Additionally, our local high school currently offers a Career and Technical Education (CTE) pathway designed to provide foundational knowledge in early childhood development. We are looking forward to aligning our program with the Northwest Kansas Technical College's Childcare Program to expand the junior-senior option, creating more opportunities for students to obtain credentials needed for postsecondary success.

In order to address this need for adequate childcare options, I am willing to contribute in the following ways:

- ◇ Continue to serve on the Advisory Board, meeting once per semester
- ◇ Offer expertise and feedback regarding the curriculum, facilities, training and equipment
- ◇ Offer scholarships to prospective and/or continuing students
- ◇ Offer internships or apprenticeships to students and/or recent graduates
- ◇ Serve as a guest speaker in class to discuss current issues or professional development with the students
- ◇ Give highest consideration for employment to NWKTC graduates

In summary, it is my professional opinion that this new program will provide the training and opportunities for employment that will enhance our local community. NWKTC has a positive presence in our area and is respected for preparing students with the skills necessary to be productive employees. I look forward to collaborating with the Childcare Program's leadership to expand childcare resources and create a solution currently challenging our community.

Thank you for your consideration of the NWKTC proposal for the Childcare Program.

Sincerely,

Melanie Daise  
Director of Curriculum & Assessment  
P.O. Box 509 Goodland, KS 67735  
[melanie.daise@usd352.org](mailto:melanie.daise@usd352.org)  
785.890.2397

## BOARD OF EDUCATION

Jessica Cole  
President

Terry Smith  
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Brad Bergsma

Travis Daise

Trevor Linton

Stacey Price

Brad Schick

## TREASURER

Marcia Harkins

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Deb Winter

## SUPERINTENDENT

Bill Biermann



Community Development  
Committee

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

RE: Letter of Support for new Childcare Program at NWKTC

Dear Director of Workforce Development:

It is my pleasure to provide this letter of support for the proposed Childcare Program at Northwest Kansas Technical College (NWKTC) in Goodland, KS. I represent the Grainfield Community Development Committee (GCDC) and am currently serving on the Advisory Board.

We are working with several organizations in Northwest Kansas to address the severe shortage of childcare options, which impacts the labor market and economic development of our region. The GCDC, along with USD 292 Wheatland School District, recently formed a committee to explore daycare opportunities within our community. Our joint venture is based on our belief that more daycare options must be found in order for our community to continue to grow and our schools to stay open.

Our committee believes the following need to be accomplished in order to have successful child care programs....a property location, funding, and educated employees and director who are not just babysitting our future but teaching and molding them as well. Finding qualified employees in our area was going to be our biggest challenge. We were beyond excited when we heard that the NWKTC is pursuing a Childcare Program.

In order to address this need for adequate childcare options, I am willing to contribute in the following ways

- Continue to serve on the Advisory Board, meeting once per semester
- Offer scholarships to prospective and/or continuing students

In summary, it is my professional opinion that this new program will provide the training and opportunities for employment that will enhance our local community

Thank you for your consideration of the NWKTC proposal for the Childcare Program.

Sincerely,

Kay Haffner, Co-Chairman  
Grainfield Community Development Committee  
PO Box 25  
Grainfield KS 67737  
[kayhaffner@hotmail.com](mailto:kayhaffner@hotmail.com)  
785.673.3039

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

RE: Letter of Support for new Childcare Program at NWKTC

Dear Director of Workforce Development:

It is my pleasure to provide this letter of support for the proposed Childcare Program at Northwest Kansas Technical College (NWKTC) in Goodland, KS. I represent Goodland Regional Medical Center and am currently serving on the Advisory Board.

We are working with several organizations in Northwest Kansas to address the severe shortage of childcare options, which impacts the labor market and economic development of our region. As a Director of Human Resources, one of the top questions I get asked when conducting an interview is the biggest concern is getting childcare lined up so they are able to work.

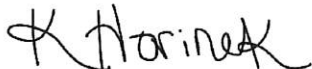
In order to address this need for adequate childcare options, I am willing to contribute in the following ways:

1. Continue to serve on the Advisory Board, meeting once per semester
2. Offer expertise and feedback regarding the curriculum, facilities, training, and equipment
3. Serve as a guest speaker in class to discuss current issues or professional development with the students

In summary, it is my professional opinion that this new program will provide the training and opportunities for employment that will enhance our local community. I am an alumnus of NWKTC, I went through the Respiratory Therapy program 12 years ago and my experience was met above expectations. I do believe it has only gotten better over the years and excited to see the College grow.

Thank you for your consideration of the NWKTC proposal for the Childcare Program.

Sincerely,



**Kim Horinek**  
Director of Human Resources  
kim.horinek@goodlandregional.com



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

RE: Letter of Support for new Childcare Program at NWKTC

Dear Director of Workforce Development:

It is my pleasure to provide this letter of support for the proposed Childcare Program at Northwest Kansas Technical College (NWKTC) in Goodland, KS. I represent LiveWell Northwest Kansas and am currently serving on the Advisory Board.

We are working with several organizations in Northwest Kansas to address the severe shortage of childcare options, which impacts the labor market and economic development of our region. Currently, counties in our service area have up to *forty* children waiting for everyone one opening. Childcare infrastructure, as well, workforce development continues to be prioritized as needs.

To address this need for adequate childcare options, I am willing to contribute in the following ways:

- ◇ Continue to serve on the Advisory Board, meeting once per semester
- ◇ Offer expertise and feedback regarding the curriculum, facilities, training and equipment
- ◇ Offer internships or apprenticeships to students and/or recent graduates
- ◇ Serve as a guest speaker in class to discuss current issues or professional development with the students
- ◇ Give highest consideration for employment to NWKTC graduates

In summary, it is my professional opinion that this new program will provide the training and opportunities for employment that will enhance our local community. Northwest Kansas is fortunate to have NWKTC working to improve childcare and early learning environments.

Thank you for your consideration of the NWKTC proposal for the Childcare Program.

Sincerely,

Travis Rickford, Executive Director  
460 N Garfield, Colby KS, 67701  
travisr@nwksprevention.com  
785-460-8177

## **C&A Meeting - 10/26/2021**

Committee Members: Kerri Bellamy, Jason Cook, Joseph Dobbs, Michaela Kaus, Dennis Misurell, Jack Polifka, Rachel Schears, Lois Seibert, Jeremy Skrdlant, Lynda Welch, Shea Vrbka, Michael Zimmerman, Trista Zimmerman, Lisa Blair, Sylvia Shores, Christa Bergsma

**Members in attendance: Jeremy, Trista, Lois, Lynda, Mike, Rachel, Kerri, Dennis, Joseph, Lisa, Christa**

### **Proposal for New Program: Childcare - Lisa**

- See proposed program guide in '21/22 - Files' folder in C&A Drive
- Cert A/Cert B
- AAS
- Committee recommended adding Comp with review and Math with review for those who need the review option
- Jr/Sr option - may take only a portion of the classes each semester - State Funding
- Looking for a full-time faculty member
- We will teach all classes online, with the exception of the Pediatric First Aid/CPR and the child care labs which are the practical experiences in child care settings
- Students could potentially complete courses at their own pace online rather than follow a cohort model as our other programs do
- Faculty will be making connections with daycare providers to set up lab hours in family home, group home, and daycare centers
- Grants are available for tuition assistance
- Surrounding communities have expressed a need for qualified daycare providers

Committee voted to approve proposal for a new program - childcare

Next meeting will be Nov 3rd @ 3:00 in Cosmetology

## MINUTES

The regular monthly meeting of the Area Board of Control, Northwest Kansas Technical College, Goodland, Kansas, was called to order, on Saturday, August 28, 2021, at 3:00 pm MT, by Chairman Dan Wasson with the following present:

### Area Board of Control Members

Dan Wasson	Frank Otter
Dick Short	Brad Bucl
Billi Beckman	Randy Balluch
Mark Kuhlman	Ginger Gibson
Mark Hanson	Christine Smith
Brad Schick	Shane Mann

### College Administration, Staff & Guests

Ben Schears, President  
Sherri Knitig, VP of Operations

As each member had received a copy of the minutes, the minutes were not read. There being no additions, deletions, or corrections to the minutes, Brad Bucl moved to approve the regular meeting minutes of July 24, 2021, as written, seconded by Brad Schick. Motion carried.

Treasurer Frank Otter presented the 7/31/2021 reconciled checking, savings, clearing, and ICS account reports. Randy Balluch moved to accept the treasurer's report, seconded by Dick Short. Motion carried.

The Board members reviewed a recap of August invoice payments. A detailed electronic listing of all invoices and journal entries was available to members to review as desired. Ben Schears reviewed the monthly fund balance report and unusual expenditures. Mark Hanson moved to approve the expenditures and journal entries for August, Frank Otter seconded the motion. Motion carried.

### **OLD BUSINESS:**

**COVID Update & Protocol.** Ben Schears reported that we have been able to conduct business as usual. Things have been going well in regards to COVID. We have not had to do anything drastic or new. We continue to monitor cases on campus as they arise.

**Other.** None.

### **NEW BUSINESS:**

**Endowment Report.** The quarterly Endowment Board meeting was held on 8/18 in which the board voted to change the investment portfolio to increase returns. The committee is working with the financial advisor to finalize the portfolio.

The committee also discussed hosting a fall fundraiser. The fundraiser might be something mid-size such as a comedian or some music. The event will not serve dinner, only drinks and possibly light appetizers. Dates have been discussed, but not set. The timeframe will likely be in October or November.

Kelly James is wrapping up the last of the fall scholarship award letters and the student success seminar began this past week for all freshmen. For the first seminar, the health department came in to discuss dating violence, STDs, alcohol abuse, etc. The remainder of the seminars will involve the MikeRowe "Sweat Pledge" course. The pledge contains twelve personal pledges used as a motivation tool.

James and Ben Schears have been doing the Hansen Foundation online training for the last four weeks. Every Thursday there is a one-hour training session. This course will help enhance the knowledge of endowment concepts and practices. It also will provide the basics of the ongoing investment management process and inspire staff and leadership to have more knowledge and confidence when discussing the endowment process with donors and other interested parties.

**Grant Report.** Our last proposal to Dane Hansen was unfortunately denied. The proposal asked just over \$16k to provide 30 iPads, iPad cases/keyboards, and 4 lockboxes to benefit the Junior/Senior Option students in four of our on-campus programs. These iPads would be rented to students, thus lowering their overall cost. The cost can be a barrier for these students, so we will continue to work to find ways to make this a possibility for these students. We will be looking to find a source for grants to request a STEM machine for athletics and we will be seeking a hydraulic shotgun reloader through the Sherman County Community Foundation. The ads for the architectural work bid for the Diesel EDA grant are out; bids are due September 15.

**Academic Affairs Report.** Lisa Blair held an adjunct faculty meeting and walked through policies and procedures. Lisa has been making her way around campus to visit with program faculty and address our expectations. Recently, Wallace County was in need of a welding faculty member, and through work with Lisa Blair and the Excel in CTE program, we were able to get the teacher qualified.

Lisa has also been working on CDL. Last year, Northwest Tech only had one semi. That truck was being shared between the CDL course and Precision Ag. We were able to pick up another semi through Dane G.Hansen which will be used exclusively for CDL. Beginning February 7, 2022, all entry-level operators of commercial motor vehicles (CMVs) in both interstate and intrastate commerce who are applying for a commercial driver's license (CDL) must first satisfactorily complete minimum training requirements before taking their state-administered CDL examination. During harvest, we really could use another semi and trailer to help. This year, we will need to either lease or buy a grain trailer. CDL training is right in the middle of harvest, so that is our challenge. We are trying to work out a local partnership with FedEx. It will be a neat deal if we can get students through the written test, FedEx will get them through the driving part and get them lined up with a job. Outside of that, numbers are looking good for CDL. We have put out an ad for a new CDL instructor for Spring- however, Jack Polifka will help out this Fall with instruction. The class is a 6 credit hour (tiered technical) class. The course will consist mostly of evening students. Jack will do a full course; part time on the virtual trainer, and some one-on-one drive time. There are currently 10 students taking the class- all of them need a significant amount of one-on-one drive time hours.

Blair has secured an online OSHA training alternative for this year. This training is quality and nationally recognized. The hope will be to send some new instructors to train the trainer to become OSHA certified to teach the course inhouse again next year.

We are working to put together the final plumbing program proposal in order to submit it to KTEA in October. An additional program we would like to explore is an Early Child Care program. Lack of child care is a concern for northwest and north central Kansas. We would be proposing to provide the curriculum online so we can push it out over our service area, and work with area child care providers to facilitate the required clinical hours. We know the Dane Hansen Foundation has provided some assistance for child care across the region and perhaps we could get their support for this program too. Dick Short moved to approve the development of a program proposal for an Early Child Care program, seconded by Ginger Gibson. Motion carried.

**Athletic Report.** Student athlete numbers are lower than we had hoped. A lot of this had to do with coaching changes, but also hustle. We are reviewing the scholarship model and working to find an incentive if coaches recruit 5 students over the required enrollment goal. We have a good group of coaches and the dynamic in the athletic department is great. Evans Kiptoo, Cross Country Coach, feels like the team has a shot to finish top five. Lucas Grider, new softball coach, has been running very organized practices and is working on the fundamentals with the girls before they begin team practice. The men's basketball coaches are doing a great job of creating a good team dynamic; they have some good talent; and have done a nice job of being community orientated. Lynda Welch will take over as the SkillsUSA sponsor this year.

**IT & Farm Update.** The new network fiber has been installed across campus, and there is definitely a difference in the administration building; we are not dropping zoom calls due to a slow connection. iPad distribution went smoothly. One of the biggest challenges when onboarding high school students is that we begin classes before most high schools, so we are working to create a later start date for those sections to accommodate enrollment. By fall 2023, all high school faculty must meet HLC faculty requirements, which is a struggle for the high schools in our area. We don't want to lose high school enrollment, so we may find the need to push out online offerings from our faculty to meet the demand.

The farm is one to two weeks away from harvest on the dryland corn. We had an irrigation motor go out, so we will have the diesel department overhaul it this year for next season. We will also get another backup ready at the same time so we don't end up in a situation with nothing. Timing helped as most of the irrigation for the season was complete. We have combines lined up as 21st Century, American Implement, and Case IH are all planning to send one out to get us through harvest. We will be looking to secure a grain trailer and day cab semi; several board members provided contact information for potential vendors. Right now we have the new maintenance and effort funds for equipment from the state, so this will allow us to purchase both items.

**Admissions & Outreach Report.** We have extended our geo fence for social media postings, which expands visibility further south and west. Social media posts related to alumni seem to get the most interactions. We are pleased with growth of junior/senior option enrollments, and continue to work to expand offerings. We will be weighing the pros and cons of separating the Admissions/Outreach position into two separate positions, and if we did would we hire another admissions representative or admissions director? The official enrollment count is still in progress, but we are looking relatively steady compared to last year. A final report will be provided next month.

**Student Life Activities & Discipline Report.** It was a really good move-in week and the first week of classes went great with excellent student life activities. The college was open on the weekend before classes so parents and students were able to visit the bookstore, check on financial aid, billing and class schedules. There have been a few discipline issues at the beginning of semester, including a fight involving four females, but all in all things are going well.

**President's Report.** Ben Schears reported that the tiny home project for Nicodemus continues to move forward. The engineering department has completed design plans for approval. Once approval is granted carpentry will commence construction. The plan is to build the tiny homes on campus and then move them to Nicodemus; the logistics of this plan are more feasible. When KAKE news did the story on this project the community has received requests for folks wanting to move there. The current order for homes sits at nine. In addition, we have a local individual that would like us to frame the outside of a tiny home on a trailer for them and they will do the finish work. The interior remodel of the carpentry building is coming along great.



The final updated retention report for the prior year reflected a 10.31% withdrawal rate and last year we ended with only an 8.48% withdrawal rate. Schears informed the board that we again made the list of the top 20 two-year colleges in the nation out of 850 schools per the Chronicle of Higher Education. Only three schools in Kansas made the list and all three are technical colleges.

KBOR did not hold a meeting this month; they used the month of August to reorganize for the year. Current conversations underway consist of developing additional language to provide additional clarification on the way the law is written right now for the Kansas Promise Scholarship. Based on the governor's recommendation for state agencies, KBOR is planning to continue Zoom meetings for now and we will see if that changes. Schears reported that our appeal on our Performance Agreement was successful due to the fact that COVID impacted our ability to complete year end testing for students for third party credentialing.

The school year has gotten off to a great start. Faculty came back energized and in-service activities went well. Lisa Blair conducted a session on engaging with students with disabilities that many faculty found to be helpful. Dorm move in went very smoothly, the only complaint we had was the size of the dorm room, but Schears noted in our defense they showed up with a uhaul. Welcome week barbecues and evening events were well attended by students with the Main Street Crawl being a huge success.

Employee involvement in the local fair/carnival was excellent. The basketball coaches ran a carnival ride all week long. Several other college personnel helped run the ferris wheel and other rides and events. The softball girls helped with tear down, and the administrative cabinet worked the Kiwanis Shack on demolition derby night. The Kiwanis Club issued a check for \$750 to the college for the help. This money was put into the endowment facilities fund. The annual 4-H livestock auction was a success and this year Schears informed the board that we raised the floor and were able to positively impact 38 kids. Schears added laughing that now we are getting a serious steady stream of homemade goods coming in as the kids come to pick up their checks.

Ben Schears reported that Representative Mann was in town for a listening tour and he was able to spend some time visiting with him.

**Personnel & Legal.** Resignations: None. Appointments: Lucas Grider, Head Softball Coach and Jack Polifka, Precision Ag Instructor. Mark Hanson moved to approve the above appointments, seconded by Randy Balluch. Motion carried. Other: We have worked with the health insurance company and our consultant to develop some new plan options for employees that still provides excellent coverage, but reduces the premium increase significantly from over 20% to less than 4%. While the deductible increased and a few other items changed as far as coverage we were able to add a TeleDoc program that will be accessible to employees with no copay required.

**Other.** KASB has secured a new provider for the KJUMP gas transportation program. WoodRiver Energy will be the new company. Brad Bucl moved to approve the new participation agreement with WoodRiver, seconded by Brad Schick. Motion carried.

**Board Comments.** The board welcomed new member Shane Mann, Quinter. Ben Schears reported that Julia Cheney is a new member from Scott City who we hope will be able to join us next month.

At 4:35 pm MT Brad Schick moved to adjourn the meeting. Seconded by Brad Bucl. Motion carried.

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Chairman

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Secretary

Sherri Knitig, Recording Secretary

Child Care Advisory Board Meeting  
October 26, 2021  
4:00 p.m MST  
Zoom meeting

Agenda:

1. Introductions
2. Proposed Curriculum
3. Online modality and Junior/Senior options
4. Feedback/questions/suggestions
5. Letters of support
6. Potential instructors – help us recruit!!

Attendance:

Ben Schears, President, NWKTC  
Lisa Blair, Dean of Academic Advancement, NWKTC  
Melanie Daise, USD352/Early Childhood Strategic Doing committee chair  
Travis Rickford, LiveWell Northwest Kansas  
Kay Mitchell, NKECS  
Kay Haffner, Grainfield Community Developer  
Kathy Werner, USD352, CTE Early Childhood Pathways coordinator  
Kim Horinek, Goodland Regional Medical Center, HR  
Allison Mulch, Goodland Regional Medical Center, Director of Nursing  
Jennifer Burgardt, ChildCare Aware  
Mitch Rucker, Kansas Action for Children  
Amity Ihrig, child care provider  
Melissa Smith, NWKTC Admissions Representative

Absent, but interested:

Shelby Hubert, HeadStart

Minutes.

Following introductions, Lisa Blair presented the vision for the program. She presented the curriculum and explained that the courses would be delivered online, except for the Pediatric First Aid/CPR and the child care labs. She explained that the Cert A consists of 17 hours of coursework preparing students for the CDA certification. The Cert B consists of 15 hours of coursework through which students earn the CDA certification. Then, students who are interested in obtaining work may exit the program. If students want to pursue a four year degree, they may persist and earn the AAS degree which includes the general education courses.

Committee members asked questions pertaining to the educational level needed for providers in various settings (i.e. Head Start, family homes, group homes, etc.).

Discussion regarding how this program dovetails with the high school CTE Pathway followed, with the decision to continue those discussions as the program develops.

One member asked why would a student choose to exit after the Cert B when they could earn more money working as an elementary education teacher. Other committee members who are/have been providers and teachers answered this question with various reasons.

The question arose regarding salaries of child care provides. Mitch Rucker addressed the incentives that may be forthcoming with legislation at the federal level.

Melanie Daise moved, and Kay Mitchell seconded, that the advisory board approve the program as presented. The vote was unanimous in favor of approving the program.

The next meeting will be scheduled for the spring semester.

Respectfully submitted,

Lisa Blair, Ph.D.  
Dean of Academic Advancement  
NWKTC