

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 Dean of Academic Advancement
Title of proposed program	Powersports Technology
Proposed suggested Classification of Instructional Program (CIP) Code	47.0606
CIP code description	Small Engine Mechanics and Repair Technology/Technician. A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain small internal-combustion engines used on portable power equipment such as lawnmowers, chain saws, rotary tillers, and snowmobiles.
Standard Occupation Code (SOC) associated to the proposed program	49-3053
SOC description	Outdoor Power Equipment and Other Small Engine Mechanics Diagnose, adjust, repair, or overhaul small engines used to power lawn mowers, chain saws, recreational sporting equipment, and related equipment.
Number of credits for the degree <u>and</u> all certificates requested	Cert A = 24 credits Cert C = 48 credits AAS degree = 63 credits
Proposed Date of Initiation	Fall (August) 2024
Specialty program accrediting agency	n/a
Industry certification	OSHA 10 – general industry MAC (mobile air conditioning) NC3 - multimeter

Signature of College Official



Date

11-10-22

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 following sections:

1) General Information, 2) Program Rationale, 3) Complete catalog descriptions (including program objectives) for the proposed program, 4) List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program, 5) List any pertinent program accreditation available (rationale for seeking or not seeking accreditation and plan to achieve accreditation), and 6) Program Approval at the Institution Level.

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.

The idea for the Powersports Technology Program originated with an NWKTC faculty member who is a powersports enthusiast. The idea remained a dream for several years until conditions became conducive to launching a new program on the NWKTC campus. Those conditions included local employment opportunities, availability of facilities on campus, and availability of funding for the start-up of a new program.

Local dealers and service centers for powersports technicians have reported difficulty finding qualified technicians to repair the increasing volume of vehicles. The popularity and utility of the powersports vehicles is increasing, and in this rural region, many people own a number of utility vehicles for agricultural purposes, if not entertainment purposes.

Further, NWKTC has been watching the slowly declining enrollment in the automotive collision repair program, and after several years of attempting to resuscitate the program, decided to terminate this program with the class that graduates in May 2024. (A teach-out plan is in place.)

The existing facility for the collision program is well-suited to house the powersports technology program, with a little renovation. The 16,000 square foot facility needs additional 2-post lifts suited to powersports vehicles, and removal of collision-specific equipment.

Continued collaboration between NWKTC and the Sherman County Community Development corporation has resulted in widespread acceptance of this proposed program, and efforts to secure funding for the necessary start-up funds has already begun.

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 Powersports Technology program prepares students for entry-level employment as a technician working on utility, all-terrain, side-by-sides, and other powersport vehicles. This program introduces students to the systems, maintenance, and diagnostics of small engine

vehicles. Classroom instruction is complemented by live work on customer vehicles. Upon nearing the end of the program, students may opt for either the capstone project or internship experience to demonstrate their mastery of program objectives.

Program Objectives.

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

- Perform maintenance and repair on a variety of vehicles (ATV, UTV, side-by-sides, etc.)
- Safely operate shop equipment, hand and power tools
- Demonstrate capability to diagnose issues with powersport vehicle systems.

Admission Requirements.

Northwest Tech is an open enrollment, public college offering a variety of technical programs and community education courses. Besides offering full-time programs of study, we also offer programs for high school students and community members who wish to pursue courses or certifications on a part-time basis.

Prospective students should submit the following documentation as appropriate:

- The online Application for Admission (<https://www.nwktc.edu/apply#apply>)
- High school transcripts showing date of graduation/awarding of diploma
 - OR Certificate of GED completion and GED examination results
 - OR Official transcript of home-schooling courses completed, grade levels, and grades earned.
- Transcripts from all colleges attended, even for dual-credit /CEP classes completed while in high school
- ACT, SAT or Accuplacer Next-Gen scores from the previous three years (if student does not have test scores, please contact the Admissions office to schedule an appointment to take the Accuplacer Next-Gen)
- Federal Application for Student Financial Aid- FAFSA (enter the corresponding school code --005267)

All full-time degree-seeking students are required by Kansas Statute 65-129e to complete TB screening prior to attending Northwest Tech. The TB screening is available at the Sherman County Health Department. All costs associated with the evaluation requirements of the prevention and control plan shall be the responsibility of the student.

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 may be denied and an academic hold is placed on the student account so no transcript of completed work will be released.

- High school transcripts can be sent to: admissions@nwktc.edu
- College transcripts should be submitted through an e-script service such as Parchment.

Please note the address where all admissions documents should be sent:
NWKTC Admissions Office

1209 Harrison. PO Box 668
Goodland, KS 67735

Students transferring from other colleges to Northwest Tech must follow the admissions procedures listed above, and should request official transcripts from all previously attended post-secondary institutions. Post-secondary transcripts should be sent through an e-script service to NWKTC.

Transcripts will be evaluated in their entirety to determine the transfer of credit on the semester hour system. Transfer credits will be evaluated on a course-by-course basis. 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.

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.

Graduation Requirements.

To receive the technical certificate or degree, a student must have:

- Satisfied the residency requirement (completed at least 25% of coursework through Northwest Tech)
- An overall GPA of 2.0 or better for the entire program of study
- Completed all coursework and/or testing as required by the program of study
- Paid in full all account balances

Graduation (Commencement) Ceremony

Commencement exercises 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 should note that participation in commencement ceremonies does not necessarily mean that the degree or certificate has been earned, as the Registrar and Bursar are still confirming eligibility.

Commencement exercises are held in May. Students who will have completed their education during the academic year (fall semester, spring semester, or upcoming summer semester) are encouraged to participate in the May ceremony.

All graduating students on occupational work experience (OWE) are expected to return to the college in May for graduation as designated by their program instructors.

The actual certificate or degree will be mailed to students upon confirmation of successful completion of academic and financial requirements.

Graduation Follow-Up Report

In order to comply with state and federal regulations and to assist with program evaluations, Northwest Tech Career Services performs an annual follow-up survey to ascertain the placement of recent graduates in their respective fields of study.

The Graduate Follow-up Reports for the three most recent surveys are available upon request. The study is done for those students who graduate in the fiscal year between July 1 and June 30. The results are gathered and compiled in the fall of the academic year following June 30.

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.
- If the program/coursework will be made available to high school students, provide letters of support from local high schools and/or districts that intend to participate.
- Describe how the Perkins Comprehensive Local Needs Assessment supports the program initiation.
- Describe/explain any business/industry partnerships specific to the proposed program.
If a formal partnership agreement exists, agreement explaining the relationship between partners and documenting support to be provided for the proposed program must be submitted to the Board office independent from the CAI materials for review purposes. The agreement will not be published or posted during the comment period.

Sources:

- **Kansas Department of Labor, KLIC, Long Term Occupational Outlook**
 - Outdoor Power Engines and Other Small Engine Mechanics
 - SOC Code 49-3053
 - **U.S. Bureau of Labor Statistics Occupational Outlook Handbook**
 - <https://www.bls.gov/ooh/installation-maintenance-and-repair/small-engine-mechanics.htm>
 - Small Engine Mechanics
- Indeed.com**

Employment Trends and Projections	Data from KLIC represents the state of Kansas (data for the Northwest region is not available on KLIC) National BLS data indicates a growth of 5% from 2021 to 2031, about as fast as the average for all occupations
Occupational Growth	In the state of Kansas, the occupational growth over the next ten

	<p>years (2020-2030) is expected to grow by 12.6% from 261 positions to 294 positions.</p> <p>National BLS data indicates about 9000 openings for small engine mechanics each year on average of the decade.</p>
Occupational Replacement Rates	From 2020 to 2030, exits and transfers over the next ten years are expected to total 304, and the number of openings will total 337.
Estimated Annual Median Wages	\$37,710
Typical Education Level Needed for Entry	HS diploma or equivalent
Current Openings Listed on Indeed.com (October 29, 2022)	On a single day (October 29, 2022) there were 10 positions open in the powersports industry in the state of Kansas; there 1848 jobs open nationwide. Store Manager, Assistant Store Manager, mechanic, sales manager, title clerk, technician, mechanic/shop technician. Parts counter salesperson

Demand from the local community.

Letters of support include:

- Stephanie Bainter, Owner, BOS Motorsports
- David Hestermann, Manager, The Great Outdoors
- Mike Bainter, General Manager, Better Built Trailers
- USD 352 (for junior/senior option)

Perkins Comprehensive Local Needs Assessment

While this Powersports program was not included in the 2022 Comprehensive Local Needs Assessment, and while there is no data in KTIP for concentrators (because no schools in the state of Kansas have this program), there is data related to similar programs – Automotive Technology and Diesel Technology. For the existing automotive programs, (automotive collision repair, automotive technology, and diesel technology), KTIP data regarding concentrators and labor market demand are mixed.

According to KTIP reporting of the number of concentrators in the Automotive Collision Repair and the Automotive Technology programs are too few for the number of openings. The addition of the Powersports Technology program offers an additional pathway for students to gain related job skills, and possible transfer to a variety of jobs upon graduation.

The number of concentrators in the Diesel Technology program outpaces the projected openings. The addition of the Powersports Technology program offers an alternative for students to pursue job skills that are related to diesel but lead to employment in another area.

Business/Industry Partnerships

NWKTC will partner with dealerships and corporate offices for makers such as Polaris, Kawasaki, Honda, Yamaha, Can-Am, etc. The goals of the partnerships are to ensure employer representation on our advisory board for curriculum development, job skill expectations, facility/equipment donations or replacement, sponsorships of students, internships, and employment opportunities for graduates.

Currently NWKTC is working with Polaris to implement the Polaris Service Technician Development program. Part of the STDP includes access to the University of Polaris, their learning management system. We would run students through the Silver and Bronze level trainings, and hopefully secure internships or work placements as a result of this agreement.

We are reaching out to other makers to see if similar plans exist.

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.

Currently, no other Powersports programs exist in the state of Kansas.

However, we are aware that North Central Kansas Technical College is also proposing a similar program. The two college presidents have discussed their proposals. The proposals differ, in that the NCKTC program will include watersport vehicles whereas the NWKTC program will focus on the agricultural market which is steadily increasing in sales as farmers/ranchers are buying multiple vehicles for productivity purposes.

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 seeking said accreditation.
 - If seeking accreditation, also describe the plan to achieve it.

Program of Study/Degree Plan

- The proposed program is a one-year program, 7:00 a.m.-3:30 p.m.
- Pathways:
 - Cert A (24 credits) is intended for high school students participating in the Junior/Senior Option
 - Cert C (48 credits) is intended for either high school or full-time college students
 - AAS degree (63 credits) is intended for students who wish to complement technical training with general education requirements to earn the degree
 - Students wishing to pursue the AAS degree may take the general education courses either on campus or online.

CRS #	CRS Title	Credits	HS Pathway
SEMESTER ONE for full-time students			
PST 100	Shop Orientation/Safety (includes OSHA 10)	1	Junior- Fall
PST 105	Suspension and Steering	4	Junior- Fall
PST 110	Wheel Alignment Diagnosis & Repair	3	Junior- Fall
PST 115	Brakes, Wheels and Tires	3	Junior- Fall
PST 120	Electrical	4	Senior- Fall
PST 125	Electronics	4	Senior- Fall
PST 135	Engine Performance and Preventative Maintenance	5	Senior- Fall
ENGL 105	Technical Writing	3	online
CF 101	Computer Fundamentals	3	online
HUM 102	Workplace Ethics	3	online
SEMESTER TWO for full-time students			
PST 150	Powersports Drive Systems	6	Junior - Spring
PST 160	Engine Diagnosis Skills and Repair	3	Junior - Spring
PST 165	AC, Heating & Ventilation Systems	3	Junior - Spring
PST 170	Cylinder Head & Valve Train Diagnosis & Repair	2	Senior - Spring
PST 175	Engine Block Assembly Diagnosis & Repair	3	Senior - Spring
PST 180	Advanced Engine Performance	4	Senior - Spring
PST 185	Lube/Cooling System Diagnosis & Repair	3	Senior - Spring
MATH 105	Tech Math	3	Online
BA 215	Personal Finance	3	Online

Course Prefix, Number, Title, Description

PST 100 Orientation and Shop Safety
(1 credit)

This course introduces students to the automotive shop and shop safety, including OSHA 10/general industry training. Proper use and storage of equipment, hand and power tools are emphasized. The expectations and workflow within dealership service centers or repair centers will be explored, including repair orders, work orders, and ordering parts.

<p>PST 105 Suspension & Steering (4 credits) This unit covers the various types of automotive frames, types of suspensions, identification of parts, and the proper repair of various types on front, rear, and four-wheel drive vehicles, including front drive half shaft universal repair.</p>
<p>PST 110 Wheel Alignment Diagnosis & Repair (3 credits) This course covers alignment angles, theory, application, and diagnosis of alignment problems. This includes practical experience on rear-wheel drive and four-wheel drive vehicles. This course covers the construction, operation, adjustment, and diagnosis on manual and power steering systems and related components.</p>
<p>PST 115 Brakes, Wheels and Tires (3 credits) This course covers the theory and application of all the braking systems on the automobile. Students receive instruction on proper servicing and repair of conventional power, disc and anti-lock brake systems.</p>
<p>PST 120 Electrical (4 credits) Foundation for developing electronic skills begins with basic electrical theories and building circuits, using test meters, and making diagnostic measurements. This class will go through basic components, electronic devices, wiring diagrams and wiring repair. This class will cover all aspects of the battery starting and charging systems. Included will be basic construction, service, and diagnosis.</p>
<p>PST 125 Electronics (3 credits) Foundation for developing electronic skills begins with basic electrical theories and building circuits, using test meters and scopes, and making diagnostic measurements. This class will go through basic components, electronic devices, wiring diagrams, and wiring repair.</p>
<p>PST 135 Engine Performance and Preventative Maintenance 3 CR This course covers the fundamentals of the ignition system starting with the operation of conventional and electronic to distributor less system. Diagnostic oscilloscopes and engine analyzers will be covered and the diagnosis problems that are ignition related. This unit covers the operation of emission control devices as well as the fuel injection systems. Fuel and emission diagnosis will be covered with the use of all diagnostic equipment such as scanners, analyzers and pressure testing equipment.</p>
<p>PST 150 Powersports Drive Systems (6 credits) This course will include drive shafts and rear differential assemblies. This includes: gear replacement and rear differential services. Also included will be the diagnosis of noises, vibration, leaks, and failures.</p>

<p>PST 160 Engine Diagnosis Skills and Repair (3 credits) This course provides the theory necessary to understand and perform the hands-on tasks of troubleshooting, repairing, and overhauling engines. Theory is presented on the principles of operation and service of 4-stroke, 2-stroke, and small diesel engines in the outdoor power equipment and compact equipment areas.</p>
<p>PST 165 AC, Heating & Ventilation Systems (3 credits) Students will diagnose the heating system malfunctions. This will include the replacement of heater cores and servicing of mechanical and vacuum heater water valves. Students will learn the proper handling of refrigerants, correct use of air conditioning service valves, use of manifold gauge set, and sight glass. Students will diagnose and repair compressors, condensers, accumulators, and complete servicing of the air conditioning system. They also learn recharging methods on different air conditioning systems and will be ready to take the test to become certified for air conditioning service.</p>
<p>PST 170 Cylinder Head & Valve Train Diagnosis & Repair (2 credits) This course covers in-depth valve train operating principles, service of camshaft drives, camshafts, lifters, valves, valve seats, valve guides, and related cylinder head components.</p>
<p>PST 175 Engine Block Assembly Diagnosis & Repair (3 credits) Instruction concerning bearing design, wear patterns and bearing failure, and reconditioning methods used to service cylinders, main bearing bores, crankshafts and block decks are covered in this course. Students learn about gaskets, seals, rings, pistons, connecting rods, and harmonic balancers.</p>
<p>PST 180 Advanced Engine Performance (4 credits) This unit will build the foundation for modern drivability repair. The student will study the operation of the automotive computer system and learn fundamentals that will be needed to understand fuel and ignition systems. Instruction on sensors and actuators will be included and how to diagnose problems on these components. Computer diagnosis and the use of scan tools will be stressed along with the Digital Volt Ohm Meter (DVOM).</p>
<p>PST 185 Lube/Cooling System Diagnosis & Repair (3 credits) Students will learn how oil is rated and the different types of oil, how the lubrication circuit and oil filtration works, oil pumps and system priming, how the crankcase ventilation system works. Engine cooling system topics covered are: radiators, water pumps, thermostats, belt and coolant hoses, and electronic and mechanical engine cooling fans.</p>
<p>General Education courses:</p>
<p>ENGL105 Technical Writing (3 credits)</p>

<p>Technical Writing presents the essentials of practical writing in the workplace. Students in the transportation and construction programs are the target audience for this class. Topics will include: completing work orders, estimates, and service documentation; writing for clarity and brevity; implications for liability and accountability; review of punctuation, spelling, and the standard conventions of written English; editing, proofreading and revising.</p>
<p>MATH 105/107 Technical Math (3/5 credits) This course provides material designed for career technical students who need to study particular mathematical topics. These are presented on an introductory level and the emphasis is on the applications. (MATH 107 includes 2 credits of review session for students whose placement scores indicate a need for this co-requisite)</p>
<p>HUM102 Workplace Ethics (3 credits) This course provides an introduction to ethical decision making in light of workplace situations. Moral dilemmas are discussed, with examples of disciplinary actions typically available to employers. Topics include: billable hours; up-charging for parts/supplies; employee theft of time and tangible property; use of sick leave and personal leave; conflicts of interest; harassment and bullying; insubordination and insolence; unauthorized use or possession of company tools/equipment; intoxication or impairment on the job; misrepresentation of absences; disregard of safety regulations; failure to adhere to work and time schedules.</p>
<p>CF101 Computer Fundamentals (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.</p>
<p>BA215 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.</p>
<p>Accreditation/Certifications</p> <p>As this field is emerging, there is not a specific accrediting agency for powersports.</p>

Faculty

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

Excerpted from NWKTC Employee Handbook:

Faculty Credential Policy

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.

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 funding, 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 startup of the new program and to sustain the proposed program.

Budget Narrative

NWKTC anticipates a start-up budget totaling \$275,000 for the first year, and \$69,000 for the second year.

Physical Facilities. In the first year of funding, NWKTC plans to renovate the current Auto Body Collision Repair shop to accommodate the smaller-sized vehicles that will be serviced in the Powersports program. A total of 10, 2-post lifts (approximately \$3-6000 each) and assorted tables will be needed. The current spray paint booth for Auto Body will need to be dismantled and removed. The current frame straightener for the Auto Body program will need to be removed. The estimated cost for these renovations may total \$25,000. Other renovations may include

repairs to HVAC, lighting, roofing, garage doors, etc. The classroom will be updated and the current wall art (for Auto Body) will be removed, new desks and chairs will be provided. We anticipate spending about \$100,000 for facility modifications. In the second year, we anticipated minimal renovations, and have only budgeted \$1000 as a contingency.

Equipment. NWKTC anticipates retooling the shop and has allocated \$50,000 for new tool kits, inventory for the parts shop, and supplies needed to service the vehicles that local customers will bring to the shop for live work by students. In the second year, we anticipated minimal need for replenishing tools, and have only budgeted \$1000 as a contingency.

Faculty. The anticipated salary for 1, 10-month contract starts at \$45,000 with approximately \$20,000 for benefits. We do not anticipate hiring adjunct faculty for this program.

Instructional Materials. Between technology, software, textbooks, exemplars, and access to specialty databases or LMS programs, we anticipate budgeting \$10,000. In the second year, we anticipated minimal need for new purchases and may only need to pay for annual access, and have only budgeted \$1000.

Accreditation. As there is currently no accrediting agency for this industry, we do not anticipate spending money on this area.

Please refer to attached CA-1a, CA-1b, CA-1c, and CA-1d forms.

Grants and Outside Funding Sources for Start-Up:

NWKTC has a long-standing relationship with the Sherman County Community Development organization which has been a great partner for helping us secure grant funding from the Dane G. Hanson Foundation.

NWKTC has initiated partnerships with local dealers as well as corporate representatives for various makers, and anticipate donations that will help outfit the new program.

Capital Outlay. NWKTC also plans to earmark some capital outlay funding for the renovations to the Auto Body facility.

Program Review and Assessment

- Describe the institution's program review cycle.

**Program Review at NWTKC
(excerpted from the Program Review Manual, revised May 2022)**

Northwest Kansas Technical College (Northwest Tech) offers non-degree certificate programs in Career and Technical Education (CTE), ranging from Auto Body Collision Repair to Welding. These post-secondary, college-level programs lead to certificates of completion (Stand-Alone Parent Programs; up to 16 credit hours) technical certificates (Cert A; Cert B; Cert C), and/or the Associate of Applied Studies degree.

The purpose of a Program Review is to ensure a quality learning experience for our students by undergoing a systematic, periodic comprehensive review of all aspects of the technical program.

Northwest Tech has chosen to follow the Association for Career and Technical Education (ACTE) **Quality CTE Program of Study Framework (Quality Framework)**. This framework (checklist) consists of 12 elements and 92 criteria that lead to a quality technical education program. As part of the Program Review process at Northwest Tech, instructors will complete this checklist to determine goals and priorities for improving the program. In addition to completing the checklist, instructors will attach relevant documentation that further demonstrates evidence that each criterion is being addressed.

Charge of the Committee.

- The program review committee shall determine whether the Program Review report is ready for further distribution to program advisory boards and individual program's accrediting bodies.

Oversight.

- The Dean of Academic Advancement provides oversight for the Program Review Committee.
- The chair of the Program Review Committee is a faculty member who shall receive an annual stipend for this service.

Meetings.

- The Program Review Committee shall meet the *fourth* Tuesday of the month, at 3:15 p.m.
- The Program Review chair shall announce the location and agenda for each meeting.

Membership.

- The President of Northwest Tech coordinates committee membership and assigns instructors to college committees.
- The Program Review Committee shall consist of at least one faculty representative from each of the five Divisions of the college.
- To avoid conflict of interest, no committee member shall serve on the committee during the year in which his/her own program is submitting a program review report.

Process.

- The Program Review chair shall begin consult the Projected Calendar for Program Review Submission calendar to discover which programs are scheduled for review in the upcoming academic year.
- The Program Review chair shall begin working with the instructors on their **Quality Framework** checklist and draft report at least one year prior to the anticipated submission date.

- Draft reports should be completed by the first day of the designated semester in which the program review is to be submitted to the committee.

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 as appendices to this proposal, please find:

- Minutes of Program Advisory Committee Meeting
- Minutes of Curriculum Committee
- Minutes of the NWKTC Area Board of Control
- Letters of support

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: 47.0606, Powersports Technology

<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:			6	6
Part II. Initial Budget			Implementation Year	
A. Faculty			Existing:	New:
Full-time	#1	\$	\$ 65,000	Funding Source:
Part-time/Adjunct	#	\$		General Fund
		Amount	Funding Source	
B. Equipment required for program		\$ 50,000	General Fund/donations/Dane G. Hanson Foundation/Perkins	
C. Tools and/or supplies required for the program		\$ 50,000	General Fund/donations	
D. Instructional Supplies and Materials		\$ 5,000	General Fund	
E. Facility requirements, including facility modifications and/or classroom renovations		\$ 100,000	General Fund/Dane G. Hanson/Capital Outlay	
F. Technology and/or Software		\$ 5,000	General Fund	
G. Other <i>(Please identify; add lines as required)</i>				
Total for Implementation Year		\$275,000		

<u>PROGRAM SUSTAINABILITY COSTS (Second and Third Years)</u>				
Part I. Program Enrollment			Second and Third Years	
Please state how many students/credit hours are expected during the first two years of the program?				
			Full-Time	Part-Time
A. Headcount:			12	12
Part II. Ongoing Program Costs			First Two Years	
A. Faculty			Existing:	New:
Full-time	#1	\$	\$ 65,000	Funding Source:
Part-time	#	\$	\$	General Fund
		Amount	Funding Source	
B. Equipment required for program		\$ 1000	General Fund	
C. Tools and/or supplies required for the program		\$ 1000	General Fund	
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)

Total for Program Sustainability	\$ 69,000	
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Please indicate any additional support and/or funding for the proposed program:

- Dane G. Hanson Foundation
- Donations from local hospitals
- Perkins V funding (anticipated)
- Capital Outlay

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:	Northwest Kansas Technical College
Program Title:	Powersports Technology
Program CIP Code:	47.0606

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

Fee	Short Description	Amount
Shirt	Shirt designated as uniform to be worn in Powersports program	\$25
Textbooks	Estimated cost of textbooks for the program	\$850

*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

*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
Tools*	Individual tools; students purchase on their own	\$3,000
iPad	Students must purchase an iPad device as we are an Apple Distinguished School	\$650

adjustable 10" wrench; 1 set 6mm-19mm combination wrenches; 1 set standard combination wrenches; 1 set flare nut wrenches; 16 sets various sizes of sockets; 3 sets of variable sizes screwdrivers; 6 sets variable size pliers; ball peen hammer; soft face hammer blow style; 6-7 variable size punches, chisels and files; continuity tester lighter; fluke 88 digital multimeter; 12 volt test lamp; miscellaneous items - pry bar, hackaws, spark plug wire guage, etc.; tool storage/box; optional items as needed/desired

*Tool List:

Powersports Technology - Required Basic Tool List

WRENCHES

- 1 Adjustable wrench 10"
- 1 set Combination wrenches (Metric - 6mm-19mm)
- 1 set Combination wrenches (Standard - 3/8"-1")
- 1 set Flare nut wrenches (Metric - 9mm, 10mm, 11mm, and 12mm)

SOCKETS

- 1 set 1/4" drive extension 2" to 6"
- 1 set 1/4" drive sockets (metric)
- 1 set 1/4" drive sockets (standard)
- 1 1/4" drive ratchet
- 1 3/8" drive breaker bar
- 1 set 3/8" drive deep socket (metric - 6mm-19mm)
- 1 set 3/8" drive deep socket (standard - 3/8"-3/4")
- 1 set 3/8" drive extensions 3" to 24"
- 1 set 3/8" drive impact socket (metric - 9mm-19mm)
- 1 set 3/8" drive impact socket (standard - 3/8"-3/4")
- 1 set 3/8" drive long hex bit (metric - 4mm-10mm)
- 1 3/8" drive ratchet
- 1 set 3/8" drive socket 6mm-19mm
- 1 set 3/8" drive socket 3/8"-3/4"
- 1 3/8" drive spark plug sockets 5/8", 13/16 and 18mm
- 1 3/8" drive speed handle

SCREWDRIVERS

- 1 set Assorted sizes 1"x 1/4" to 13"x 1/2" flat blade including stubby
- 1 set Magnetic ratcheting screwdriver (with common and #1, #2, #3, Phillips bits, and Torx drive bits 10, 15, 20, 25, 27, 30, 40)
- 1 set Phillips #1, #2, #3 including stubby

PLIERS

- 1 Adjustable pliers 10" "tongue & groove type"
- 1 Diagonal cutting pliers
- 1 set Locking pliers (3), small, medium, large
- 1 Needle nose pliers with side cutters
- 1 Slip joint pliers
- 1 set Snap ring pliers, inside-outside combination (3), small, medium, large

HAMMERS

- 1 16 oz. Ball peen hammer
- 1 16 oz. Soft face hammer dead blow style

PUNCHES, CHISELS & FILES

- 1 Center punch
- 1 Brass drift punch
- 1 set Pin punch 3/32" to 5/16"
- 1 1/4" Cold chisel
- 1 3/8" Drift Punch 12"
- 1 1/2" Cold chisel

ELECTRICAL METERS & TESTERS

- 1 Continuity tester light
- 1 Fluke 88 Digital multimeter
- 1 12 volt test lamp

MISCELLANEOUS

- 1 Aligning pry bar 15" or 16"
- 1 set Allen wrench (metric - 1.5mm-10mm)
- 1 set Allen wrench (standard) up to and including 3/8"

- 1 Extension magnet--small
- 1 set Feeler gauges, metric and fractional
- 1 set Files (Flat mill, assorted sizes, rat tail and half round)
- 1 Hand impact driver with #1, #2, #3 Phillips
- 1 Hacksaw
- 1 Pick set
- 1 pair Safety glasses
- 1 set Spark plug wire gauge
- 1 3/8" drive air impact gun
- 1 3/8" drive torque wrench (ft/lb - 10 to 70 ft. lb.)
- 1 6" steel ruler, metric and fractional
- 1 Tank Protector Cover
- 1 Soft Jaws for 4" vice
- 1 6" Caliper (dial or digital preferred)
- 1 Pen light

TOOL STORAGE

- 1 Roll Cabinet Tool Box: **Maximum length 42"** (7500 Cubic Inch & five drawers minimum)

OPTIONAL

- 1 Brake Pad Spreader
- 1 Oil filter wrench set
- 1 Automatic Center Punch
- 1 set Narrow feeler gauges (0.002" - 0.014")
- 1 Axle Hex Wrench - (17, 19, 22, & 24mm)
- 1 1/2" drive sockets - 21, 22, 24, 27, 30, 32, & 34 mm
- 1 Blow gun
- 1 1/2" Impact Gun
- 1 1/2" Breaker bar
- 1 set 3/8" drive universal flex socket (metric - 10mm-19mm)
- 1 set 3/8" drive short hex bit (4mm - 10mm)

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

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

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.

Program Levels:

Educational Award Level	Credit Hours
SAPP	1-15
Certificate A	16-29
Certificate B	30-44
Certificate C	45-59
Associate of Applied Science	60-69

Stand-Alone Parent Program (SAPP) criteria:

1. Designated as "Technical Program" in KHEDS
2. Leads to an industry-recognized credential
3. Leads to a specific occupation
4. Addressed and evaluated in the Comprehensive Local Needs Assessment
5. Minimum 6 concentrators (average over the previous two academic years)
6. Instructor/Trainer/Teacher programs and Workforce AID programs are not eligible

Certificates and Associate of Applied Science (CERT and AAS) criteria:

1. Designated as "Technical Program" in KHEDS
2. Aligned at the state level (for select aligned programs). Visit the program alignment section of the KBOR website for the list of aligned programs at the state level.
3. Addressed and evaluated in the Comprehensive Local Needs Assessment
4. Minimum 6 concentrators (average over the previous two academic years)
5. Instructor/Trainer/Teacher programs and Workforce AID programs are not eligible

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

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, Engineering Tech Faculty Member Michael.zimmerman@nwktc.edu
Program Name	Powersports Technology
Program CIP Code	47.0606
Educational award levels and credit hours for the proposed request(s)	Tech Cert A=24 credits Tech Cert C=48 credits AAS =63 credits
Number of concentrators for the educational level	Tech Cert A=estimated 3 Tech Cert C= estimated 3 AAS =estimated 6
Does the program meet program alignment?	n/a
How does the needs assessment address the occupation and the program <i>(provide page number/section number from the CLNA and describe the need for the program)</i>	<p>NWKTTC will be teaching out the Auto Collision Repair program due to continuing low enrollment. The goal is to redirect students from Auto Collision Repair and Diesel Technology into the Powersports program to meet employment demand in the region.</p> <p>Q1: How do the pathways/programs already offered in the region compare to regional job demand?</p> <p><u>Automotive Collision Repair. (CLNA page 14)</u></p> <p><u>CIP 47.0603 SOC 49-3021 Automotive body and related repairers.</u></p> <p>The AY20/AY21 concentrator count was 8. There is no data available in the KLIC report for this SOC code for either the NW region or the state of Kansas as a whole. The annual mean wage for NW KS is \$37,714.</p> <p><u>Diesel Technology (CLNA page 11)</u></p>

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

	<p><u>CIP 47.02061305 SOC 49-3031 Bus and Truck Mechanics, Diesel Engine Specialists</u></p> <p>The AY20 concentrator count was 41 whereas the projected annual openings in NW Kansas are 24. for the entire state of KS annual openings is 297. The annual mean wage for NW KS is \$50,869. The 10 year employment projection is expected to increase by 2.4% in the NW region, and by 1.6% in the entire state of KS.</p>
<p><i>Justification for conditional approval: (how will Perkins funds will be used to develop/improve the program)</i></p>	<p>Perkins funds will be used to help update equipment if needed after initial renovations; provide professional development funding for instructor; possibly contribute to faculty salary</p>
<p>Pursuant to Americans with Disabilities Act, the proposed program will be offered in a location or format is fully accessible, according to applicable ADA laws? <i>(Contact Board staff for technical assistance if there are questions regarding accessibility)</i></p>	<p>Yes.</p>

Signature of College Official  Date 11-10-22

Signature of KBOR Official _____ Date _____

Kansas Promise Eligibility Request Form

CA-1d Form (2022)

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.

Program Eligibility

Per statutory language (Section 28), a “promise eligible program” means any two-year associate degree program or career and technical education certificate or stand-alone program offered by an eligible postsecondary educational institution that is:

- 1) approved by the Board of Regents;
- 2) high wage, high demand or critical need; and
- 3) identified as a “promise eligible program” by the Board of Regents pursuant to [K.S.A. 2021 Supp. 74-32,272](#):
 - Information Technology and Security
 - Mental and Physical Healthcare
 - Advanced Manufacturing and Building Trades
 - Early Childhood Education and Development

Section 29 (9d), states that the Board of Regents may designate an associate degree transfer program as an eligible program only if such program is included in:

- 1) An established 2+2 agreement with a Kansas four-year postsecondary education institution; or
- 2) An articulation agreement with a Kansas four-year postsecondary educational institution and is part of an established degree pathway that allows a student to transfer at least 60 credit hours from the eligible postsecondary educational institution to a four-year postsecondary education institution for the completion of an additional 60 credit hours toward a bachelor’s degree.

Section 30 states an eligible postsecondary educational institution may designate an additional field of study to meet local employment needs if the promise eligible programs within this field are two-year associate degree programs or career and technical education certificate or stand-alone programs approved by the Board of Regents that correspond to jobs that are high wage, high demand, or critical need in the community from one of the following fields:

- 1) Agriculture;
- 2) Food and Natural Resources;
- 3) Education and Training;
- 4) Law, Public Safety, Corrections, and Security; or
- 5) Distribution and Logistics

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.nemechek@nwktc.edu

Kansas Promise Eligibility Request Form

CA-1d Form (2022)

Information Technology and Security				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date

Mental and Physical Healthcare				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date


Advanced Manufacturing and Building Trades				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date

Early Childhood Education and Development				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date

College Designated Field of Study:				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date
47.0606	Powersports Technology		Cert A, Cert C, AAS	FA24

****If any programs are claiming “critical need” status, please provide supporting documentation:**

NWKTC submitted Transportation as the college designated field of study

Signature of College Official  Date 11-10-22

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

MINUTES

The regular monthly meeting of the Area Board of Control, Northwest Kansas Technical College, Goodland, Kansas, was called to order on Saturday, September 17, 2022, at 3:00 pm MT, by Chairman Dan Wasson with the following present:

Area Board of Control Members

Dan Wasson	Paul Bruggeman
Dick Short	John Faber
Mark Hanson	Ginger Gibson (via Zoom)
Billi Beckman	Julia Cheney
Kris Lemman	Katelin Koch (vai Zoom)
Christine Smith	

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, Billi Beckman moved to approve the regular meeting minutes of August 27, 2022, as written, seconded by Kris Lemman. Motion carried.

Billi Beckman read for Randy Balluch, Treasurer, the 8/31/2022 reconciled checking, savings, clearing, and ICS account reports. Paul Bruggeman moved to accept the treasurer's report, seconded by Christine Smith. Motion carried.

The Board members reviewed a recap of September 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 September, Christine Smith seconded the motion. Motion carried.

OLD BUSINESS:

Legislative Funding Taskforce. At the end of August, President Schears attended a committee meeting for the group established by the legislature to review the funding model for two-year colleges. The majority of the day the technical college and community college representatives had consistency in the approach for recentering the formula; however the community college asked to have residency as a topic for discussion. A change in residency requirements for Northwest Tech would be detrimental. During discussion on residency the community colleges were asked how they handle situations when parents move after a student has graduated from a Kansas high school. This conversation seemed to open a can of worms, so no further discussion was held on changing residency requirements at this time.

Price Convention Center Remodel. GMCN is working on renderings and cost estimates for the remodel of the old Elks facility. During their research they questioned if local code enforcement would require a sprinkler/fire suppression system as a part of the remodel. We checked locally and this will be required. This cost will create a significant impact on the budget, but for code and overall safety this will need to be done. The College will work to do as many of the remodeling changes as possible in house to save dollars to allow for this expense. The administrative team took a day to go and help Raynie, the new convention center director, to clean the kitchen area and some of the storage areas as well. We made a good dent, but will need to devote some additional time in order to get all items cleaned out.

Diesel Tech Expansion. The first construction meeting with the college, the contractor-Woofters, and GMCN was held. We are finalizing all required documentation to submit to the EDA for their blessing to begin. The plan will be to start on the road as we wait for the transformers and building materials to arrive due to already anticipated delays. We will hold an official groundbreaking ceremony hopefully soon.

NEW BUSINESS:

Grant Report. EDA denied our request for funding for a feasibility study regarding advanced manufacturing; however, they provided feedback for some changes and are open to a resubmission of a revised request. Schears informed the board that he is still on Cloud 9 as last night we received an email and phone call from our grant writing partners Merchant McIntyre that we received funding on our Title III grant request. This grant is for \$1.2 million over a five year period focused to support student success through an early alert software tracking system to identify students that are at risk, and grant funded positions to support and help with early student success intervention methods. Grant funding continues to be a proven third leg of funding needed for program and student support services for the college.

Academic Advancement Report. Lisa Blair, Dean of Academic Advancement, will be pulling a meeting together soon to talk with faculty teaching in low enrollment programs about the need to work with admissions and find ways to engage in the recruitment process in order to keep their programs viable.

Athletic Report. The first cross country meet was held the weekend before last in Hutchinson and Northwest Tech won it on the junior college side of things. The College came in 11th at the University of NE Invitational and out ran about nine other division one programs; Colby won the invitational. Two of the top cross country teams in the nation are Goodland and Colby.

There has been a void in available events for the Western Kansas Special Olympics kids in recent years. A new director for the group was recently hired and asked the college to host a day for the kids. The athletic department coaches and students provided fun-filled activities for the group. It was a great day for our students and for the kids, and we are game to do this every year. The director is super excited and hopes to get the other colleges in the area on board as well. President Schears showed some short video clips from the day.

Sixty to seventy Northwest Tech student athletes participated in the high school Homecoming Parade and had a blast. The last few years the college has shut down in the afternoon so parents and students can participate in the Homecoming festivities. The track and shooting sports teams each earned a donation for laying 17,000 sq. ft. of sod. Athletic Director Rory Kling has done a good job of getting the students out in the community for projects. The athletic department has also taken on a Kiwanis Flag Project route a couple of times as well.

IT Department Report. Brenna Henry, Brad Bergsma and Hallie Mayes worked together on submission of the college's application to Apple for continued recognition as a Distinguished School. We received word and a press release will be out soon with an announcement of our continued success in this area.

Admissions & Outreach Report. Admissions representatives are beginning their very busy traveling season. State Fair, Husker Harvest Days and Hutch Expo are some of the recent and upcoming bigger events. Several faculty that were able to attend the Husker Days expressed the success of the event. One of the groups traveling home from this event had some trouble with tires on one of the trailers around the Norton area. Frank Otter was able to assist and made some connections to help them get back on the road. Ben Schears thanked Ginger Gibson as well as all other members for constantly pushing out and sharing the college social media posts. Working Wednesday posts continue to be the most shared; these posts highlight individual programs weekly.

Student Advancement Report. Jason Showalter has been dealing with a few small discipline issues and is also working through a medical leave request for a student to be able to obtain needed chemo treatment. Flag football was the most recently held successful student life event, and a local pastor is providing a service on Sunday nights at the Union for any students wishing to attend.

President's Report. Ben Schears commented that it is nice to be back in person for KBOR meetings, which allows for other work to get done in Topeka because there are dinners, talks in the hallways, and impromptu conversations that allow a better understanding about what is happening behind the scenes. Emporia State University removed their tenure policy, which resulted in protests and even an article in the Chronicle. TEA is reviewing the extraordinary costs for programs on a routine basis and with recent reports has removed some funding for nursing which caused concern. This review process for our programs is one we will need to keep apprised on.

The college is working with Merchant McIntyre to submit a federal basic needs grant. This grant is designed to help with social and emotional roadblocks students encounter from enrollment through graduation.

The new USDA Rural Development Director called early last week to let us know about a potential grant opportunity to grow minority participation in agriculture. The timeline is tight but we will look to submit a letter of intent and further investigate the possibilities for a successful grant submission.

The Cloud & Crypto Computing program is growing a big enough pipeline to start a class in January, so we are going to open up another entry. We will need to secure an additional faculty member for the spring.

Schears and the SCCD board met with the Genesee Wyoming Railroad, who owns Kyle railroad in Goodland. The group asked them to consider extending Eustis Street from the NT campus to the Highway. At this time the likelihood is not great as Federal regulators are looking to shut down 20% of flat crossings across the U.S.

A review of almost 30-years of student population data derived from KSDE was presented to the board. The data is sobering, but extremely informational. This data is important as we think about the future of Northwest Tech and the reach we will need to have to recruit students to our programs. The only population growing in the U.S. is the Hispanic population; however it is not growing fast enough to offset losses of other ethnicities. The college will be shifting some of its recruiting territory to the south to be able to target a potentially larger pool of students.

The annual Shop Talk event went well with several surrounding district representatives attending. This is a great time to show what is new on campus and to talk about ways to expand dual credit and Excel in CTE offerings.

Schears noted that he had a call from Alan Townsend's sister this year (his high school class toured last year) asking for a campus tour during their class reunion. There were about 25-30 folks that toured for about 1.5 hours, which only got them through about a third of campus. A few were alumni and many had not been in town for over 47 years; needless to say, they were impressed and many positive comments were shared via social media from several members of the group.

The October Board meeting (October 22) will be in Quinter and prior to the November Board meeting (November 19) President Schears invited the members to come to campus for a tour.

Personnel & Legal. Resignation(s): Bob Harkins, DT Parts Control. Appointment(s): Courtney Knox, Fiscal Control II/Receptionist. Kris Lemman moved to approve both the above resignation and appointment. Christine Smith seconded the motion. Motion carried. At 4:40 pm MT, Billi Beckman moved for the board to conduct a ten minute executive session with administration for the discussion of legal and personnel, seconded by Mark Hanson. Motion carried. At 4:50 pm MT, the meeting reconvened and Paul Bruggeman moved to approve the closure of the Auto Body/Collision Repair program, seconded by Julia Cheney. This closure will impact one faculty member and additional discussion was held that if the two students currently in first year decide to continue to the second year, we will provide a teach out next year. Motion carried. It is always hard to make these decisions, but enrollment has not been sufficient enough for many years to be able to continue to sustain this offering. Administration provided an idea for a new program as it is not good to just close something without a plan to replace it to improve overall college enrollment. Ben Schears requested the board's permission to explore the feasibility and support for a Power Sports program. Kris Lemman moved to approve implementing a Power Sports program if feasible, seconded by Billi Beckman. Motion carried.

Board Member Remarks. The board congratulated member Christine Smith for her recent election as the President of the Kansas State Treasurers Association. Dick Short expressed his appreciation for the College and noted what a great public relations impact the College made by raising the floor at the Annual County Fair 4-H Auction.

At 5:05 pm Kris Lemman moved to adjourn the meeting, seconded by John Faber. Motion carried.

Minutes November 8, 2022
3:00 p.m.
Zoom

Members Present:

Christa Bergsma	Thatcher Jones	Sylvia Shores
Lisa Blair	Rory Kling	Jason Showalter
Gia Brachtenbach	Dennis Misurell	Jeremy Skrdlant
Tim Davis	Jonathan McClung	Melissa Smith
Joseph Dobbs	Jack Polifka	Matthew Sudduth
Oura Garrett	Rachel Schears	Shea Vrbka

Curriculum proposals:

Proposal:	New program – Medical Laboratory Technician
Discussion:	Lisa presented the proposal – this would be a two-year program with many pre-requisites, and the credential earned would be the AAS degree with 68 credits. The program would be offered as a full-time on-campus program and also offered to junior/senior option students who would be focused on completing the general education pre-requisite courses before being eligible to apply to the program itself. Following an overview of the courses in the program, faculty asked questions about the number of credits offered each semester to make sure students would be enrolled full-time (12 credits or more). Lisa explained that this program follows the KBOR Program Alignment and the NAACLS accrediting guidelines.
Vote:	Jonathan McClung moved, and Oura Garrett seconded the move to approve this program. Unanimous approval by the committee members present.
Proposal:	New program –Powersports Technology
Discussion:	Lisa presented the proposal – this would be a one-year program and the credentials earned would include the Cert A at 24 credits, the Cert C at 48 credits, and the AAS at 63 credits. The program sequence was designed to accommodate junior/senior option high school students, who could complete the program in four semesters. Full-time students (HS graduates) could complete the program in one year. Oura mentioned that the advisory board members emphasized the fact that in our region, powersports is not recreational as much as it is productivity for agriculture. He passed along the advisory board member's stat that ranchers/farmers have more than one

	UTV/sidexside and sales have steadily increased, while the sales of motorcycles and recreational vehicles have been declining in our region.
Vote:	Jonathan McClung moved, and Thatcher Jones seconded, to approve this program. Unanimous approval by the committee members present.
Proposal:	New general education elective – HUM 102 Workplace Ethics
Discussion:	Lisa presented this proposal – this course was designed to replace two previous courses: HUM 105 Ethics and BEH 105 Human Relations. Reasons for replacing these two courses included the fact that the ethics class was a philosophy-based class for which it is difficult to find a qualified instructor. By combining the two classes, we can now offer a practical class that prepares students in tech programs who do NOT intend to transfer with a course in human resources that prepares them not only to become proficient in the soft skills required for entry-level employment, but also prepares them for future advancement into management or supervisory positions where they will need to know how to resolve conflict among employees. Following an overview of the syllabus, faculty discussed the topics and purposes of the class.
Vote:	Jonathan McClung moved, and Oura Garrett seconded the move to approve this class. Unanimous approval by the committee members present.
Proposal:	New general education elective – SCI 176 Fundamentals of Chemistry
Discussion:	Lisa explained the purpose and content of this course. The course is already in the KHEDS database, and so the review by the committee today was simply to explain how the course will be changing.
Vote:	No vote needed.
Proposal:	New general education elective – MUS 115 – Music Appreciation
Discussion:	Matthew presented this class, which already is listed in the KHEDS database. Matthew will be designing this class to follow the KBOR/KCOG learning outcomes so that the course will be transferable. He described the topics and assignments for the class. This class is anticipated to be an elective for students in the one-year programs (welding, medical assistant, cosmetology) who need a gen ed elective in order to earn the AAS degree.
Vote:	No vote needed.
Proposal:	New general education elective – PE 194 Brazilian Jiu Jitsu III
Discussion:	Lisa and Sylvia described the reason for adding the new section to the series of Jiu Jitsu classes. As a PE activity, students may want to enroll in this class each semester, as they progress in their skill development.
Vote:	Jonathan McClung moved, and Oura Garrett seconded the move to approve this class. Unanimous approval by the committee members present.

2022-2023 Committee members: Tim Davis, Thatcher Jones, Sylvia Shores, Shea Vrbka, Rachel Schears, Melissa Smith, Matthew Sudduth, Lisa Blair, Joseph Dobbs, Jonathan McClung, Jeremy Skrdlant, Shea Vrbka, Jack Polifka, Gia Brachtenbach, Dennis Misurell, Christa Bergsma, Rory Kling, Jason Showalter

Proposal:	New CDL classes/program
Discussion:	Lisa presented the series of courses that are proposed for the CDL program. The program was previously one, six-credit class. After the federal government changed requirements for CDL, many community members have been calling with interest in taking our CDL classes. To accommodate the variety of learners who need different levels of training, we are proposing this series of courses so that students may pick and choose which classes they need. Following an overview of the courses, faculty asked a number of questions regarding how fees would be assessed, how many times could students attempt to take the driving skills test, and other pertinent questions. Lisa suggested tabling the vote so that these questions could be researched and presented in a future meeting.
Vote:	None. This agenda item is tabled for the next meeting.
	The meeting was adjourned at 4:01 p.m.

Respectfully submitted,

Lisa Blair

Lisa Blair, Ph.D.
Dean of academic Advancement

Minutes of Advisory board meeting – Powersports
Wednesday, November 2, 2022

Members Present:

Oura Garrett, NWKTC faculty member
Lisa Blair, NWKTC Dean of Academic Advancement
Mike Bainter, Better Built Trailers
Stephanie Bainter, BOS Motorsports
Justin VanVleet, Polaris

Lisa emailed copies of the proposal to all participants.

Lisa started meeting with Introductions of members.

Need for the Powersports program. Reviewed labor market data and employers confirmed the need for more technicians.

Reviewed catalog description of the program, discussed the intention of how the program will be delivered.

Mike Bainter indicated that motorcycle, dirtbikes, streetbikes, jetski sales have stumbled. He thinks our graduates need to go to a dealership first and work there and get all the further educational training from Polaris to get Gold certified.

We discussed the plan to incorporate Polaris service technician training into the program, and to have students get internships at dealerships, or even be sponsored by dealers for an obligated period of employment.

Justin: maybe make it a two year program to give students more advanced work.

Reviewed program objectives.

Mike: they need to understand some engine basics and fuel injection, clutch systems and drivetrain and differentials. That can all be done in a year's time.

Oura: we offer soft skill training as well as technical skills. Students will have rotation of tasks including shop foreman, parts, sweeping, cleaning bathrooms, etc.

Discussed the junior/senior option for high school students to progress through the program, and the sequence of courses. Compared this to the full-time one-year program for high school graduates. Discussed completion of the Tech Cert B and C program and the additional requirements for the AAS.

Reviewed the course titles and brief overview of topics. Discussed whether welding and AC are needed. Welding not so important, but AC is growing in popularity. Discussed included MAC certification, OSHA certification, and NC3 multimeter certifications.

Discussed renovation of facility. Looking to add 10 or so 2-post lifts and the platforms that lift ATVs.

Anticipated start date of program would be August 2024.

Timeline. Discussed how long it is anticipated for the proposal to move through the TEA and KBOR committees.

QUESTIONS:

MIKE: Who approves this? KBOR? Make sure they know that here in the grain belt 75% of our sales are to ranchers and farmers, but #3 customer is recreational. These farmers and ranchers have 2-3 vehicles each. Make sure they know it is not just recreational – they are here to stay on the ranch. Justin and Stephanie concurred.

JUSTIN: Who are you looking at for instructors?

MIKE: There are 23 Polaris dealers in Kansas and they are all looking for a good tech. Then there's dealers in Nebraska and Colorado. And there's Can-Am and Yamaha and other makes – so there's a need to place these men and women.

Board members approved the proposal.

Respectfully submitted,

Lisa Blair, Ph.D.

Unified School District 352

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November 14, 2022

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

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Bill Biermann

RE: Letter of Support for new Powersports Technology Program at NWKTC

Dear Director of Workforce Development:

It is my pleasure to provide this letter of support for the proposed Powersports Technology Program at Northwest Kansas Technical College (NWKTC) in Goodland, KS.

Our school district has been a proud partner with NWKTC in providing opportunities for our high school juniors and seniors to earn college credit, either by participating in the Early College program on the NWKTC campus, or as a dual-credit or CEP student here on our school campus.

For the Early College program, our students are on the NWKTC campus for the entire morning session, and then return to high school for the remainder of the day. This program has been highly successful in jump-starting students' careers and employment in industry. We have dozens of students in CTE pathways within our district, and appreciate the options the additional pathway will provide for our kids.

Thank you for your consideration of the NWKTC proposal for the Powersports Technology Program.

Sincerely,

A handwritten signature in blue ink that reads "Bill Biermann". The signature is written in a cursive, flowing style.

Bill Biermann, Superintendent
USD 352 - Goodland

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

RE: Letter of Support for the Powersports Technology Program at NWKTC

Dear Director of Workforce Development:

Please let this letter serve as our support for the proposed Powersports Technology Program at Northwest Kansas Technical College (NWKTC) in Goodland, KS. I am the General Manager and co-owner of Better Built Trailers, LLC located in Grainfield, Kansas and am currently serving on the Advisory Board. I myself, am a graduate from the Arizona Automotive Institute in 1984 completing the 2-year automotive diesel mechanic program.

The need for powersport technicians in our service region is dire. Presently, our business has a backlog of units to be repaired, despite the 5 full time mechanic technicians. We were fortunate enough to hire one of the top graduates from NWKTC in their automotive program. A powersports program would be beneficial to the agriculture sector, as our top Powersports Unit, the Polaris Ranger has revolutionized the ranching and agriculture industry.

In order to fulfill this need, I can 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 scholarship/internships to students
- Donate a couple of operational core engines
- Serve as a guest speaker in class
- Highly consider employing successful NWKTC graduates

We are extremely hopeful that this program is adopted. Thank you for your consideration of the NWKTC proposal for the Powersports Technology Program.

Sincerely,



Mike L. Bainter
GM

Beaver Valley Supply Co., Inc.
DBA: The Great Outdoors
109 Grant St
Atwood, KS. 67730
785-626-9425
dhestermann@beavervalleysupply.com

10/28/2022

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

RE: Letter of Support for the Powersports Technology Program at NWKTC

Dear Director of Workforce Development:

It is my pleasure to provide this letter of support for the proposed Powersports Technology Program at Northwest Kansas Technical College (NWKTC) in Goodland, KS. I represent **Beaver Valley Supply Co., Inc. DBA: The Great Outdoors**. We are an Authorized Dealer for Can-Am ATV and SSV.

The need for powersport technicians in our service region is dire. Power Sport Technicians are few and far between in our area of Northwest Kansas. In our own dealership, our current technician plans to retire within the next two years and we will be hard pressed to find a tech that can hit the ground running and continue our business as a power sport repair facility.

In order to fulfill this need, I am willing to contribute in the following ways:

- ◇ 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.

Thank you for your consideration of the NWKTC proposal for the Powersports Technology Program.

Sincerely,

David Hestermann
Manager, The Great Outdoors

From: Dave Hestermann-The Great Outdoors <dhestermann@beavervalleysupply.com>
Subject: Powersports Technology Program Letter
Date: October 28, 2022 at 1:04:19 PM MDT
To: "oura.garrett@nwktc.edu" <oura.garrett@nwktc.edu>



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

RE: Letter of Support for the Powersports Technology Program at NWKTC

Dear Director of Workforce Development:

It is my pleasure to provide this letter of support for the proposed Powersports Technology Program at Northwest Kansas Technical College (NWKTC) in Goodland, KS. I represent BOS Motorsports in Hays, Kansas and have owned my business for 26 years.

The need for powersport technicians in our service region is dire. We have always struggled to find certified technicians for our service department. Often times, we seek employees from institutions such as MMI; however, many of those students are not Polaris certified. If your technology program would offer Polaris certification, it would benefit surrounding Polaris dealers.

In order to fulfill this need, I am willing to contribute in the following ways:

- ◇ Offer expertise and feedback regarding the curriculum, facilities, training and equipment
- ◇ Offer internships or apprenticeships to students and/or recent graduates
- ◇ Offer donations of equipment or materials to support in-class instruction
- ◇ 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.

Thank you for your consideration of the NWKTC proposal for the Powersports Technology Program.

Sincerely,

Stephanie Bainter | BOS Motorsports
Owner | 1210 E. 43rd St | Hays, KS 67601
785-628-2525 | steph@bosmotorsports.com | www.bosmotorsports.com