

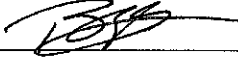
New Program Request Form

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	Medical Laboratory Technician
Proposed suggested Classification of Instructional Program (CIP) Code	51.1004
CIP code description	Clinical/Medical Laboratory Technician A program that prepares individuals, under the supervision of clinical laboratory scientists/medical technologists, to perform routine medical laboratory procedures and tests and to apply preset strategies to record and analyze data. Includes instruction in general laboratory procedures and skills; laboratory mathematics; medical computer applications; interpersonal and communications skills; and the basic principles of hematology, medical microbiology, immunohematology, immunology, clinical chemistry, and urinalysis.
Standard Occupation Code (SOC) associated to the proposed program	29-2012
SOC description	Medical and Clinical Laboratory Technicians Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist.
Number of credits for the degree and all certificates requested	AAS degree = 68 credits
Proposed Date of Initiation	Fall (August) 2024
Specialty program accrediting agency	National Accrediting Agency for Clinical Laboratory Science (NAACLS)
Industry certification	Graduates are eligible and expected to sit for a national recognized certification examination, such as:

	<ul style="list-style-type: none">• American Society for Clinical Pathologists Board Certification – MLT• American Medical Technologists - MLT
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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.

NWKTC President Ben Schears serves on the local Sherman County Community Development board which is actively involved in making progressive improvements in our region. For several years, the Board has heard requests from regional health care providers regarding the need for medical lab technicians for local hospitals.

After several years, NWKTC is now in a position to implement this request, upon acquiring the Topside Manor long-term care facility (they have built and moved into a new location, leaving the building to NWKTC). NWKTC plans to relocate all our allied health programs to this location, as it is adjacent to the Goodland Regional Hospital and family health clinic. This facility provides the space needed to create labs, classrooms, and office space for all our healthcare faculty.

Local hospitals are eager for NWKTC to launch this program, as the current shortage of personnel has necessitated the hiring of non-US citizens to work as med lab techs. This stream of employees is costly and cumbersome; thus the hospitals are truly motivated to work with NWKTC on launching this new program.

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 Medical Lab Technician program is a two-year program that prepares students for entry-level employment in medical labs. Students will be trained in phlebotomy as well as medical lab procedures, lab safety, equipment and instrumentation, and analyses on blood and other body fluids. Following classroom and lab instruction, students will participate in various clinical practice to gain real-world experience. Upon successful completion of the program, students will be eligible to sit for certification exams.

Program Objectives.

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

1. Demonstrate mastery of tasks related to maintaining specimen integrity from the time the physician places the order to the time the specimen is received in the laboratory
2. Demonstrate mastery of tasks related to specimen testing once received in the clinical laboratory
3. Demonstrate master of tasks related to process involved in reporting and delivering results of analyses
4. Perform phlebotomy
5. Comprehend significance of clinical procedures and results
6. Analyze principles and practices of quality assessment in the clinical laboratory

Admission Requirements.

The Medical Laboratory Technician program will have special admissions requirements, in addition to those general requirements listed below.

The special admissions requirements for Medical Laboratory Technician include:

- Completion of pre-requisite courses with 2.0 gpa or higher (official transcripts must be submitted)
- Completion of Medical Laboratory Technician Application form
- Background check and proof of required immunizations
- Interview with program coordinator

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**
- **U.S. Bureau of Labor Statistics, Occupational Outlook Handbook**
- **Indeed.com**

Clinical Laboratory Technologists and Technicians
SOC Code 29-2012 *

<p>*Note – While the SOC code in O-NET is 20-2012, in the Kansas Department of Labor information, the SOC code is listed as 29-2010.</p>	
<p>Employment Trends and Projections</p>	<p>According to the U.S. Bureau of Labor Statistics, the job outlook for 2021-2031 is expected to grow 7%, as fast as average for other occupations. In the state of Kansas, the occupational growth between 2020-2030 is expected to increase 8.7%</p>
<p>Occupational Growth</p>	<p>Nationwide, current number of jobs totals 329,200. A total of 25,600 openings are projected for each year over the next decade.</p> <p>In Kansas, employment in 2020 was 3674; there are 273 annual openings for Med Lab Techs.</p>
<p>Occupational Replacement Rates</p>	<p>Statewide, exits and transfers over the next ten years is projected to total 1131 and total openings are expected to be 2732.</p>
<p>Estimated Annual Median Wages</p>	<p>\$48,000 statewide</p>
<p>Typical Education Level Needed for Entry</p>	<p>Bachelor's degree</p>
<p>Current Openings Listed on Indeed.com (October 29, 2022)</p>	<p>On a single day, 10,727 jobs nationwide for Medical Lab Technician were posted on Indeed.com.</p> <p>In the state of Kansas, 207 jobs were posted on Indeed.com for Medical Lab Technician.</p>

<p>Demand from the local community. Letters of support include:</p> <ul style="list-style-type: none"> • Teresa Clark, Wichita County Hospital • Jennifer Cure, Sherman County Health Department • Chad Koster, Sheridan County Health Complex • Aimee Zimmerman, Logan County Hospital • Craig Loveless, Goodland Regional Medical Center <p>NOTE: NWKTC is not pursuing high school student enrollment for this program, because 24 credits of prerequisite courses must be completed prior to enrollment in the Medical Laboratory Technician courses.</p>
<p>Perkins Comprehensive Local Needs Assessment</p> <p>Medical Laboratory Technician was included in the 2022 Local Needs Assessment for NWKTC as a program that is not currently offered but is needed, according to labor market information and demand from the</p>

regional healthcare providers. Further, area secondary schools do provide pathways in the Health and Bio Sciences, which provides a pool of qualified prospective students for this program.

KTIP report shows that the number of recent graduates in the state of Kansas totaled 30 (Barton, Seward, and Manhattan). The numbers of graduates employed is too small to be included in the KTIP data, per FERPA regulations. This number pales in comparison to KLIC data which indicates approximately 273 openings annually.

Business/Industry Partnerships

NWKTC has reached out to partner with local hospitals in an effort to secure commitments to help us recruit students, provide clinical experiences, serve on the program advisory board, and to provide donations of equipment, supplies and expertise.

For example, Sheridan County Health Complex has indicated that they recently purchased new lab equipment and would be willing to donate or sell their old equipment to NWKTC.

Hospital CEOs from Decatur County, Logan County, Scott County, Sheridan County, and Wichita County have already pledged to advise NWKTC as we renovate our anticipated site (Topside Manor) with classrooms and labs for the Med Lab Tech program.

Sherman County Health Department anticipates securing a grant for community health and including NWKTC into that new initiative.

NWKTC will create MOUs with each facility that serves as a clinical site for our students to complete their internship experience.

Hospitals in the NWKTC service region that have been contacted for collaboration:

1. Cheyenne County Hospital
2. Citizens Health Complex (Colby)
3. Decatur County Hospital
4. Goodland Regional Medical Center
5. Kearny County Hospital
6. Logan County Hospital
7. Rawlins County Health Center
8. Scott County Hospital
9. Sheridan County Health Complex
10. Sherman County Health Department
11. Wichita County Health Center

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 exiting 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.

Source: K-TIP Academic Year 2020 https://www.kansasregents.org/workforce_development/k-tip-report					
Name of Institution	Program Title	# Declared Majors	# Program graduates	# Grads exited/employed	Annual Median wage
Barton Community College	Clinical/Medical Laboratory Technician	147	16	11	\$47,384
Coffeyville Community College	Clinical/Medical Laboratory Technician	7	*	*	*
Manhattan Area Technical College	Clinical/Medical Laboratory Technician	17	6	*	*
Seward County Community College	Clinical/Medical Laboratory Technician	21	8	*	*

* Small cell suppression used to protect student privacy in accordance with FERPA and HEOA guidelines

NWKTC has noticed that some of the other schools offer the didactic classes in the online environment, and then makes arrangements for students to complete labs and clinicals in facilities near the students' locations. NWKTC hopes to find an instructor willing to move to Goodland and teach face-to-face in our new facility. NWKTC has talked with NCKTC regarding their plans for a similar program. We have also left phone messages for the VPs of Instruction at Barton, Coffeyville, MATC and Seward to see if we can arrange any collaborative efforts.

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
(this program follows the Program Alignment as required by KBOR)

CRS #	CRS Title	
PRE-REQUISITES		
CHEM 176	Fundamentals of Chemistry (lab required)	5
BIO 290	Anatomy and Physiology	5
BIO xxx	Microbiology (Lab required)	5
ENGL 110(112)	English Composition I (2 additional credits for review session if required per placement test scores)	3(5)
MATH 115	College Algebra	3
COMM 120 or 150	Public Speaking or Interpersonal Communications	3
		24(26)
SEMESTER ONE		
MLT 100	Medical Lab Operations	2
MLT 105	Hematology/Coagulation	6
MLT 110	Immunology	2
MLT 115	Clinical Chemistry	6
		14
SEMESTER TWO		
MLT 205	Urinalysis and Body Fluids	3
MLT 210	Pathogenic Microbiology	6
MLT 215	Immunochemistry	6
		15
SEMESTER THREE		
MLT 200	Phlebotomy	3
MLT 290	MLT Clinical Practicum	7
BA 215	Personal Finance	3
		13

Course Prefix, Number, Title, Description
<p>SCI 176 Fundamentals of Chemistry (5 credits includes lab) This introductory chemistry class provides an overview of laboratory practices, atoms, the periodic table, molecular structure and bonding. Other topics include the phases of matter, types of chemical reactions, record keeping and observational skills, and the scientific method. Lab is included.</p>
<p>BIO 290 Anatomy and Physiology (5 credits) This course is designed to provide the student with a working knowledge of the structure and function of the human body. Study emphasis will be the function of the human body and a basic knowledge of gross anatomy. Laboratory work will include study of the major body systems.</p>
<p>BIO xxx Microbiology (5 credits, includes lab)</p>

This course provides an overview of microorganisms. Topics include the basic anatomy and physiology of microbes; the processes of replication, transcription and translation; controlling microbial growth; types of metabolic processes in microorganisms; identifying and managing infectious diseases; concepts and mechanisms of microbial pathogenicity; distinguishing between innate and adaptive immune responses, how vaccines work, and effective methods to prevent disease. Lab is included.

ENGL110/112 Composition I
(3/5 credits)

include: conventions of voice, tone, format, and structure appropriate for various audiences; plagiarism; parts of speech; punctuation; spelling; syntax and grammar. Emphasis is placed on the writing process, the standards of conventional written English, peer review, and ethical practice when integrating sources. Written assignments explore four rhetorical styles, which may include the narrative, descriptive, process, compare/contrast, analytical, and/or persuasive essays. For ENGL 112, In addition to the lecture section (3 credits), mandatory review sessions (2 credits) provide additional practice in pre-writing, outlining, drafting, editing, revising, proofreading, and self-critiquing the course assignments.

MATH 115 College Algebra
(3 credits)

The course reviews standard topics of algebra. Students will study linear and quadratic equations, graphing, functions and functional notation, quadratic, rational, logarithmic and exponential functions, systems of equations, and matrix algebra.

COMM120 Public Speaking (or other communications class)
(3 credits)

This course is an introductory college-level communications class that focuses on developing competent speakers and listeners. Topics include: composing a message; delivering a message appropriate for the topic, purpose, and audience; exploring the purpose of oral discourse; vocal pitch, rate, and intensity; articulation; nonverbal behavior; use of visual aids; elements of critical listening; and evaluating the speech event/performance.

COMM 150 INTERPERSONAL COMMUNICATION
3CR

This course presents both a theoretical and practical approach to enhancing communication within groups. Topics include: effective communication techniques within various contexts; conflict management; impact of gender and culture on communication; effective listening habits; verbal and nonverbal messages; perception of self and others on communication. Emphasis is placed on developing and practicing strategies that bring about desired results in personal and professional relationships.

MLT 100 Medical Lab Operations
(2 credits)

This course provides an orientation to medical terminology, laboratory math, and various procedures in the clinical laboratory. Topics include: safety, professional behavior, ethics, use of general lab equipment, specimen collection, and staining procedures.
Prerequisite: consent of instructor.

<p>MOT 105 MLT Hematology/Coagulation (6 credits) This course presents the theory behind hematologic principles including the formation of blood cells, identification of normal and abnormal blood cells as they correlate to disease. Additional topics include coagulation, the clotting and fibrinolytic mechanisms of the blood. Students will learn the theory and skills required to perform medical laboratory testing in Hematology and Coagulation. Prerequisite: consent of instructor.</p>
<p>MLT 110 MLT Immunology (3 credits) This course provides an introduction to the theory of basic immunology, including the immune response and principles of antigen-antibody reactions. Additional topics include the structural features of the components of the immune system and their functions, and the study of mechanisms involved in immune system development and responsiveness. Prerequisite: consent of instructor.</p>
<p>MLT 115 Clinical Chemistry (6 credits) This course will cover the physiology of the body and the biochemical reactions that are necessary for a healthy existence. The human condition is evaluated by biochemical shifts in different systems that maintain homeostasis during healthy periods. Basic interpretations of biochemistry and the concentration of enzymes, carbohydrates, lipids, proteins, electrolytes, blood gases, and therapeutic drug monitoring will be discussed. The student will perform routine clinical tests on biological fluids, maintain quality assurance records, and perform preventative maintenance on instrumentation. Prerequisite: consent of instructor</p>
<p>MLT 200 Phlebotomy (3 credits) This course provides an overview of a variety of blood collection methods using proper techniques and universal precautions. Topics include: infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning. Prerequisite: consent of instructor</p>
<p>MLT 205 Urinalysis and Body Fluids (3 credits) This course will provide the student with in-depth knowledge of the function of the kidney, urine formation, and the procedures utilized in performing a routine urinalysis and body fluid analysis. Correlation of abnormal findings and disease states will be discussed. Other body fluids included in this course are feces, seminal, amniotic, cerebrospinal, pleural, pericardial, and peritoneal. Discrimination between normal and abnormal findings and correlation of this knowledge to disease states will be included in the course material. Prerequisite; Consent of instructor.</p>
<p>MLT 210 Pathogenic Microbiology (6 credits)</p>

<p>This course will survey microbiology as it is applicable to a clinical laboratory. Procedures for routine specimen collection will be discussed and practiced. Normal flora and pathogenic bacteria will be identified by morphology, staining characteristics, growth on selective media, biochemical testing and serological methods. Basic theory in antimicrobial susceptibility testing will be covered. Principles of all tests will be studied. Study of viruses and chlamydia will be limited to the processing and handling of specimens for consultant referral and principles of serological testing. Normal and pathogenic parasites and fungal elements will be identified and procedures utilized for proper identification will be discussed.</p> <p>Prerequisite: consent of instructor</p>
<p>MLT 215 Immunohematology (6 credits)</p> <p>A study of the immunology of blood, including those principles and practices that are known collectively as blood banking. An overview of blood component collection and component preparation is presented. Basic concepts of genetics, immunology and antiglobulin testing are included as a foundation for the understanding of the blood group systems and antibody detection and identification. Current transfusion practices are discussed. The student will gain experience in performance of techniques in immunohematology.</p> <p>Prerequisite: Consent of instructor</p>
<p>MLT 290 Clinical Practicum I (7 credits)</p> <p>This course provides students with practical experience in a clinical laboratory setting under the supervision of the preceptor at the facility.</p>
<p>BA215 Personal Finance (3 credits)</p> <p>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> <ul style="list-style-type: none">• Accreditation for this program will be sought from the NAACLS (National Accrediting Agency for Clinical Laboratory Sciences) <p>The plan for achieving accreditation by the NAACLS consists of:</p> <p>(steps for achieving accreditation are taken from the NAACLS website: https://www.naacls.org/Program-Directors/Fees/Procedures-for-Review-Initial-and-Continuing-Accre.aspx)</p> <p>Development of Program/Initial Processes</p> <p>Programs seeking Initial Accreditation must first comply with several requirements including a letter of intent, a completed initial application, payment of an initial application fee, and approval of a preliminary report.</p>

Fees:

\$600	<i>Initial Application Fee</i>
\$2827	<i>Annual Accreditation Fee</i>
\$500	Site Visit Preparation Fee
\$xxx	Actual cost of site visit

The Self-Study Process

The first step in the evaluation of a program is the program's own self-evaluation. This is accomplished by the Program Director with the cooperation of the program faculty and administration. NAACLS has made the forms that the reviewers will use available for download on the NAACLS web site (<https://naacls.org/Other/Documents.aspx> select Change Document in the dropdown) as an aide for program officials to evaluate their program. While the program's self-evaluation certainly should review the NAACLS Standards, other documents, such as the programmatic and institutional mission statements, supply additional information for the functions of the program. The eventual result of this self-evaluation is the Self-Study, which is a document that demonstrates the program compliance with the Standards. Recommendations for assembling the Self-Study are found in the Standards Compliance Guide.

The Self-Study reviewer is charged with the review of the Self-Study, ensuring that it adequately demonstrates the program's compliance with the Standards. The reviewer is evaluating the Self-Study, rather than the program, thus assuring that good practice processes are documented. In addition, the reviewer is the earliest outside source to review the adequacy of compliance. The program receives the Self-Study Review and is directed to develop a Response to the Self-Study Review. The Response attempts to clarify issues identified in the Self-Study Review, and perhaps to develop new policies and procedures to address the concerns noted.

The Site Visit Process

Site visits are fact-finding journeys. The objective of a site visit is to verify and supplement information presented in the Self-Study and the Response to the Self-Study Review. The Site Visit Report is the product of the Site Visit, and is a summary of information that the program has provided for the site visitors, keyed to the NAACLS Standards. The program receives the Site Visit Report and is directed to develop a Site Visit Report Response. The Response attempts to clarify issues identified in the Site Visit, and perhaps to develop new policies and procedures to address the concerns noted.

Review by a Program Review Committee

Based on the review of Self-Study Review, the Program's Response to the Self-Study Review, the Site Visit Report, and the Program's Response to the Site Visit Report, the appropriate Program Review Committee makes determinations as to the compliance, partial compliance or non-compliance of a program with the Standards, and recommends accreditation actions to the NAACLS Board of Directors.

Quality Assurance Assessment

The Quality Assurance Committee reviews all accreditation recommendations before the sponsoring institution is notified of the Program Review Committee recommendations and before the recommendations are sent to the Board of Directors for final approval of accreditation awards.

The Review by the NAACLS Board of Directors

Based on the recommendations of the Program Review Committee, and with review of consistent application of the Standards to insure that decisions are not arbitrary, capricious, or inconsistent, the Board of Directors makes the final determination to award, withhold, or withdraw Accreditation.

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.

Specific credentials for Medical Lab Tech faculty:

Per NAACLS, the Program Director must have ASCP-BOC (American Society for Clinical Pathology – Board of Certification) certification.

Faculty and clinical liaisons must have appropriate credentials to teach their respective courses

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.

Note that NWTKC is not submitting a CA-1b form as we do not plan to seek Excel in CTE funding for high school students. The pre-requisites for the program are general education classes that are not tiered.

In the initial year to start up the program NWTKC will focus on renovating the Topside Manor facility (formerly a long-term care facility) which will become the NWTKC Allied Health campus. This facility is in very good shape and few renovations are necessary. We will convert the kitchen into a lab; other than that, few changes to the physical plant are required. Plans are underway to pursue federal discretionary funding to help offset the expense of the renovations. Further, the Dane G. Hansen Foundation will be a resource that we can seek for grant funding for the renovations.

For equipment to outfit the necessary labs and classrooms (chemistry, microbiology, immunology, etc.) we have already asked the local hospitals for donations and assistance in securing lab equipment. Perkins funding can also be used for equipment.

Instructional supplies and materials, technology and software will be purchased with General Funds.

A partnership with the Goodland Regional Medical Center will provide annual income from rental of rooms to visiting doctors and health care providers who need housing near the hospital.

Perkins funding for the faculty salary will be pursued, as allowed by the Perkins grant. The starting salary is expected to be \$45,000 plus benefits. We anticipate the need to offer a higher salary depending on the candidate pool. Funding for the adjunct salaries will come from the General Fund.

The Sherman County Health Department is pursuing a grant that will include support for Med Lab Tech students to work in their 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: 51.1004, Medical Laboratory Technician

<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:	Funding Source:
Full-time	#1	\$	\$ 65,000	General Fund	
Part-time/Adjunct	#4	\$10,000	\$	General Fund	
		Amount	Funding Source		
B. Equipment required for program		\$ 100,000	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		\$ 10,000	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		\$245,000			

<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:	Funding Source:
Full-time	#1	\$	\$ 65,000	General Fund	
Part-time	#4	\$ 10,000	\$	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	\$ 79,000	
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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

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	Medical Laboratory Technician
Program CIP Code	51.1004
Educational award levels and credit hours for the proposed request(s)	AAS – 68 credits
Number of concentrators for the educational level	Estimated - 6
Does the program meet program alignment?	Yes
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>Page 49 Q2: What pathways/programs (if any) are not offered, but are needed in the region?</p> <p>Projected employment outlook over next 10 years is expected to increase in NW KS by 15.6%; in the entire state of KS will increase by 4.7%. Projected annual openings in NW KS are 12. Medical Professionals throughout NW KS have indicated an increased need for medical lab techs.</p> <p>NOTE: While area high schools have Pathways for health sciences, it is expected that high school students will only be able to complete the pre-requisite courses for Med Lab Tech, which are general education courses rather than CTE/tiered courses.</p>
Justification for conditional approval: (<i>how will Perkins funds will be used to develop/improve the program</i>)	Perkins funding will be used to purchase lab equipment and to provide salary for the instructor, as allowed by the grant.
Pursuant to Americans with Disabilities Act, the proposed program will be offered in a location	Yes. The facility that will house the program was formerly a long-term care facility, and so accessibility features already exist.

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

or format is fully accessible, according to applicable ADA laws? <i>(Contact Board staff for technical assistance if there are questions regarding accessibility)</i>	
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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 Nemecheck, Financial Aid Specialist Penny.nemecheck@nwktc.edu

MINUTES

The regular monthly meeting of the Area Board of Control, Northwest Kansas Technical College, Goodland, Kansas, was called to order in Quinter, Kansas on Saturday, October 29, 2022, at 3:00 pm MT, by Chairman Dan Wasson with the following present:

Area Board of Control Members

Dan Wasson (via Zoom)	Paul Bruggeman
Brad Bucl	Randy Balluch
John Faber (via Zoom)	Mark Hanson
Billi Beckman	Shane Mann
Katelin Koch	Christine Smith

College Administration, Staff & Guests

Ben Schears, President
Sherri Knitig, VP of Operations
Brad Wagoner, Quinter Welding Instructor
Riley Jon Gillespie, Quinter Welding Student

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 September 17, 2022, as written, seconded by Randy Balluch. Motion carried.

Randy Balluch, Treasurer, read the 9/30/2022 reconciled checking, savings, clearing, and ICS account reports. Paul Bruggeman moved to accept the treasurer's report, seconded by Shane Mann. Motion carried.

The Board members reviewed a recap of October 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. Randy Balluch moved to approve the expenditures and journal entries for October, Brad Bucl seconded the motion. Motion carried.

Brad Wagoner, Welding Instructor Gove County, and Riley Jon Gillespie, Gove County campus student, provided an overview of the Welding program at Quinter. The students are currently working their way through weld tests and after Christmas break will get into bigger projects. NC3 has added some additional certifications for stainless steel and aluminum, which are areas where Wagoner would like to expand instruction. Wagoner talked about the strong local and area support the program has generated from custom project work to employment opportunities.

OLD BUSINESS:

Tiny Home Update. We met with the folks from over in Nicodemus. They had the chance to meet some of our Engineering, Electrical, and Carpentry students that are working on the first tiny home. This is a really meaningful project to the city of Nicodemus and we are really excited to be a part of that. The Carpentry department is hoping they can get the framing and siding done before the cold weather hits. They will be building the structure on the east side of the Precision Ag building. The tiny home will be 500 sq feet and two stories. We found a company from Liberal that will be able to move the home over to Nicodemus once it is finished. The shipping component is a lot more complicated than it seems, power lines, permits, etc. Joe is working to make sure we build the most quality home possible for the budget we were given.

Right now, we are sitting at about \$30k. Right now, it seems like this may be the only home we build for the community due to funding issues on their end. We will see if they will be able to work with the Dane G. Hansen Foundation to get more funds allocated to this project. A successful home build from us might help their case. If for some reason they fall through, we will be able to sell the tiny home and recuperate our expenses.

Title III Grant. On November 9th, Senator Moran will be in Goodland at 1 pm MT. President Schears will give an official announcement on the Title III Grant Award. President Schears invited any Area Board Members to attend the meeting. The gathering should only last around 30 minutes. Senator Moran provided us with a letter and overall support for the Title III grant.

Diesel Construction Progress. The process is tedious but is going steadily. The road is about half way done. A gas line was hit (marked, but they cut too deep) and that has been our biggest delay. They will be up and running in about a week. This road will really help the traffic flow on campus and also provide us with some much-needed parking space. We are working on pulling together a ground-breaking ceremony for this project within the next few months.

Topside Manor Progress. Our annual Day of Service was on October 10 and went over really well. Every department had their own project planned and staff helped clean out Topside Manor. There was so much equipment and items left behind, but we are putting them to good use. We will be using some of the hospital beds for mock-up labs and sending some of the consumable medical supplies to third world countries. Medicines and needles were disposed of properly. Lois Seibert took medical supplies she can use in her classroom and she should be able to decrease lab costs for students for the next few years. The building has good bones and we are working on projects like securing the building. We set the thermometer for the winter months. Hopefully we will be able to move CNA, CMA, and EMT to the facility as early as next fall.

NEW BUSINESS:

Endowment Report. Giving Tuesday is on November 29th. Match Day is sponsored by our local Community Foundation. This year we are looking to build a structure over the cement pad by Village I. We already have a few picnic tables over there and students have been utilizing the space to study and socialize. We want to put up a structure and maybe include cement corn hole boards etc. It's important for students to have an outdoor space to get out of their dorm room and get some fresh air. Students have also been asking about a fire pit for years and maybe there is a safe way to do that with the help of our dorm manager.

Grant Report. In recent grant awards, we have the Perkins Reserve grant FY23. We asked for some equipment to benefit our CGT and Cloud programs. The equipment for the CGT lab consists of a desktop vinyl cutter, laser cutter, sublimation printer, and a banner printer. The Cloud Computing program will receive 5 "student bundles" which include a Mac Mini Studio, a 27" Sceptre display, and a HDMI cable. We are still waiting to hear back from the Innovative Technology and JIIST grants. Scott Smathers mentioned that they had 24 applications total but only 6 were awarded. The rejected proposals did not follow directions. Glad we did and got the extra funding.

Academic Advancement Report. President Schears asked the members to look through the Retention Report included in the meeting packet. President Schears discussed the current rate and percentage of retained students.

The Student Profile breakdown is very helpful and we will now be utilizing this information with our marketing firm. The marketing firm will find target students and market directly to them to grow our student body. The breakdown has some really great demographic data and sheds light on gender distribution. In high school the mix is about 70/30, and Northwest Tech is about 75/25.

Athletic Report. Yesterday, the Northwest Tech Cross Country team placed high at the Jayhawk Conference. They earned Runner Up and 2nd Place at the JCCC and also 2nd in Regionals. They have been borderline top 5 in the country throughout the year. Very exciting for them. Currently, they are ranked 5th in the Country. Colby did beat us, but we also want to congratulate them and together we are winning for Northwest Kansas. They will be heading down to Tallahassee for Nationals. Running at sea-level will most likely improve their performance. Coach Kiptoo is a stand-up guy and a great mentor.

Shooting Sports has finished in the top 5 multiple times at their events. Recruiting is going well for next year. Kyler built Melvin an office in the Mills building so he can reload shells and be on-campus more often. Last weekend the team came in 2nd, only losing to FHSU. It was a close competition. Shooting Sports Nationals combines 2-year and 4-year colleges so our team will be up against athletes who have a 2 year or more advantage on them competing in college. The Nationals will be held in Las Vegas March 2023.

The Men's and Women's Basketball programs are currently participating in their jamboree pre-season tournaments. The Men's team is looking better than last year. One of our players should be a high major Division 1 and will surely be receiving offers soon. I think if they continue to work hard we will finish somewhere in the middle of the pack.

Softball is still working to build its roster. At this point, we do have enough players. If we cancel the season, the program will get sanctioned for the postseason. This is Coach Grider's second year running the program. I believe despite the challenges we are currently facing; this program is moving forward and will continue to do well.

The Wrestling program is looking good. There are a couple of athletes doing really well, and they are only getting started.

The Booster Club is now in its second year of operation. In its first year, it generated about \$5k. So far, this year, it has doubled. We sent coaches and Booster Club members out around the community to rally up support.

The Huddle focus camera is up and running in the gym. It is a very innovative piece of equipment. The camera tracks the ball up and down the court. It cost around \$3k and we are hoping to recoup that cost from subscriptions and pay-per-view purchases.

IT Department Report. The Apple Distinguished School Award has been received, and Brad Bergsma attended their virtual global summit.

Brad Bergsma connected with the diesel construction folks about the fiber lines running through campus and around campus. S&T has a main line feeding the community that we wanted to make sure they were aware of.

Goodland did have a power outage the other evening for about three hours and then it was low power for a bit. The College lost 3 battery backup systems from the outage, but those backups saved a lot of other equipment.

Admissions & Outreach Report. Admissions staff are out on the road working hard to secure student prospects and build enrollment in all programs. Most of the time when campus tours are done, the admissions reps or student ambassadors stop by the president's office for a bit, which is always fun. Tech Expo in Hutch is November 1 & 2 and November 7 our annual on campus Tech Expo and Advisory Committee meetings will be held. We are expecting around 200 industry representatives and around 150 students. The enrollment report was reviewed and we are starting to see numbers come in and looking up; as usual, we are cautiously optimistic.

Student Advancement Report. It is that time of year when we have a few more student discipline issues and students hitting the max attendance hours, but overall the semester has gone well.

President's Report. The Technical College Association hosted a dinner for both the Senate and House Finance Committee members to talk about needs for the upcoming legislative session. The college would like to promote and secure support for a base operating grant for the technical colleges since we have no mill levy. All the deferred maintenance funds the legislature approved last year went to the universities. The ask is \$3 million per institution, which is likely high for some, but it opens the door for discussion. The feedback provided by the legislative group was that rising water floats all boats, so maybe bring the community colleges in on the ask and perhaps base the request off of size.

KBOR Meeting was a site visit/tour at WSU this month, so we did not attend. The Regents will be reviewing some of the two-year college program's extraordinary costs at the November meeting, so Sherri and Ben are scheduled to be present. The state does a five-year expense survey of colleges for certain programs and reviews the funding levels for those programs based on the data. This has caused a recent issue on the nursing program costs as their extraordinary costs are proposed to be lowered based on the survey data, but all the programs around the state are pushing back indicating it was a bad period to sample these costs. The state continues to put a lot of pressure on institutions to try and find ways to reduce Excel in CTE costs for high school students. The college's costs appear sometimes higher as we have the cost of the iPad. We have decided to remove this cost and develop a loaner program for these students.

President Schears met with the local County Attorney to discuss the creation of an endowed scholarship. They would like to set up a fund to keep an ongoing scholarship.

Ben Schears attended the Workforce Innovation Conference in Lawrence. This conference provided great networking opportunities with several state agency folks including commerce folks.

Next month three teams of engineering students will present design ideas for a cover over the concrete slab located in between the Village I Complex. Ideally we can select a design and have the carpentry program build the structure next year. We are seeking funding through the local community match day to help support this project objective.

The local KOA owner is looking to do several renovations to the campgrounds in Goodland, which may provide an opportunity for the carpentry program students to get some live work experience. The owner would really like to get access from the campground to the walking trail on campus, but the railroad is the biggest obstacle for that.

The Estimated Cost Sheet for FY'24 was presented to the board for their review and approval. An increase of \$200 (2.3%) to the flat rate tuition and fees structure was recommended and an increase of \$100 (2%) to the on-campus housing costs were proposed. These increases do not really move the needle for us, but it does help a bit. The key to funding remains dependent on increasing full-time enrollment. Brad Bucl moved to approve the recommendations for FY'24 as presented, seconded by Billi Beckman. Motion carried.

Kris Lemman's term on the Endowment Board is up this year and we need to appoint a member of the Area Board to serve on that board. Ben Schears asked any member with interest to reach out to him; that board typically meets quarterly. The biggest project is the annual fundraiser where assistance is needed to gather donations for that event. Frank Otter, former board member, has graciously accepted an appointment to the Endowment Board. Randy Balluch moved to approve the appointment of Frank Otter, seconded by Mark Hanson. Motion carried.

Ben Schears informed the board that with the donation of the Topside Manor from the County, the college has the space and area support and would like to pursue a Medical Lab Tech program. The need across the region, the state, and nation is high. This program may be a program where students could bridge to a nursing program, but there is such a shortage of lab techs, the ultimate goal will be to place students directly into the workforce. Schears noted that NCK Tech is also planning to launch this program; however, state staff indicated two program approvals should not be an issue due to the employment shortages. Shears commented that he found out through discussions with the Beloit President, that NCK is also looking to launch a Power Sports program, which our board approved last month. Christine Smith moved to approve the pursuit of a Medical Lab Tech program, seconded by Brad Bucl. Motion carried.

On October 10, the College held its annual Day of Service. This year we had each program faculty and students pick a project to help out. The main office had several folks over to help clean out the old nursing home, Cosmetology students helped some of their elderly clients do yard and house work, some programs tarped grain pits and the electrical program did several handyman projects around campus like removing broken speed bumps and filling in some parking lot holes. It was a great day and Schears commented about how proud he is to work at a college that goes all in.

Ben Schears informed the board that he did an interview talking about the current happenings at the college with Marty Melia for his What's Good About Goodland weekly podcast.

This past Monday evening the college faculty and Goodland high school technical education faculty had a joint meeting to discuss ways to improve and increase opportunities for high school students. It was a great meeting and excellent conversations were held about how to build upon the current excellent pathways.

Ben Schears reminded the members that he will be providing a campus tour for all members at 1:00 pm MT, just prior to the November 19 meeting.

Personnel & Legal. Resignation(s): None. Appointment(s): Christopher Springer, Diesel Tech Parts Control and rehire of Kelly James, Endowment Director. Randy Balluch moved to approve the above appointments, seconded by Billi Beckman. Motion carried. At 4:57 pm MT Mark Hanson moved to conduct a ten minute executive session with administration for discussion of legal matters, seconded by Brad Bucl. Motion carried. At 5:07 pm the meeting reconvened and Mark Hanson moved to extend the executive session an additional twenty-five minutes, seconded by Brad Bucl. Motion carried. The meeting reconvened at 5:30 pm MT.

Board Member Remarks. Billi Beckman inquired about some additional details of what curriculum is taught in the Cloud & Crypto program for clarification and understanding. Ben Schears explained that the students are instructed on crypto security, blockchain technology that is used for tracking of transactions. The work done at Goodland Tech, a strong local partner providing jobs and internship opportunities in this area, was used to breakup a child sex trafficking ring working with Mastercard, Cyphertrace, and law enforcement. Other areas of focus include building backends of databases and also development for user interfaces. There are five different pathways students can focus on, and as enrollment grows we could have up to eight areas of focus within the program. There are many opportunities for various types of learners to focus on their area of strength. The enrollment is strong enough that we are adding a new enrollment section opening in January, so we will need to hire another instructor.

At 5:35 pm Brad Bucl moved to adjourn the meeting, seconded by Billi Beckman. 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 – Medical Lab Technician
Friday, November 4, 2022

Members Present:

Ben Schears, NWKTC President
Lisa Blair, NWKTC Dean of Academic Advancement
Chad Koster, Sheridan County Health Complex
Julie Smith, Decatur County Hospital
Aimee Zimmerman, Logan County Hospital
Teresa Clark, Wichita County Hospital
Jennifer Cure, Sherman County Health Department

Not present: Craig Loveless, Goodland/Atwood Hospitals

Lisa emailed copies of the proposal to all participants.

Lisa started meeting with Introductions of members.

Reviewed the admissions requirements for the Med Lab Tech program.

Asked board members what immunizations or other requirements for students to participate in clinicals at their facilities. Depends on facility. COVID, Hep B, tetanus most likely immunizations. Discussed an MOU for each facility with NWKTC. Do students need insurance – show proof of insurance? Medical or liability insurance? Need to delineate who takes on the liability.

Curriculum. Reviewed pre-requisite courses and courses required by program alignment. Discussed NWKTC specific courses.

Facility. NWKTC has acquired the old Topside manor facility and will renovate in the next year. Looking to outfit a lab there for training Med Lab Tech students.

Clinical/practicum. Discussed expectations for students to complete their internships with the health care providers. Discussed preceptors who supervise clinical experience – credentials and procedures for supervision and evaluation.

Pathways. Discussed whether/how we can enroll high school students in addition to full-time students.

Accreditation. Discussed seeking accreditation with NAACLS.

Timeline. After the KBOR cycle of committees, if approved, we will then search for program director and ask that person to start the accreditation process.

QUESTIONS:

Jennifer: Might reach out to Quest Diagnostics. Sherman County Health Department would need interns for morning hours only. Can also look into K-HEL Kansas Health and Environment Lab.

Julie: I want to have my lab manager here! She has taught micro and would be a great resource.

(yes, we would like to have lab managers on the advisory board)

Julie: HIPPA training should be provided before coming to clinicals.

Aimee: Yes universal precautions and bloodborne pathogen exposure.

Julie: Does the preceptor need to be MLS or can be MLT?

(Lisa is checking NAACLS requirements)

The advisory board approved the proposal.

Respectfully submitted,

Lisa Blair, Ph.D.



Wichita County Health Center



211 East Earl Street Leoti, Kansas 67861-9620
620-375-2233

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

RE: Letter of Support for new Medical Laboratory Technician Program at NWKTC

Dear Director of Workforce Development:

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

We have experienced a shortage of qualified individuals to serve as med lab techs, which impacts the delivery of healthcare to residents of our region. **We have several openings in our region competing for the limited MLT capable staff, which is driving up market and competition plus difficulty covering shifts, etc.**

In order to address this need for keeping our labs staffed, 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
- ◇ Serve as a potential clinical site for students' required practica
- ◇ 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. **We currently have a student working through the program to enhance our facility and Lab personnel.**

Thank you for your consideration of the NWKTC proposal for the Medical Laboratory Technician Program.

Sincerely,

Teresa Clark RN CEO
211 East Earl St. Leoti, KS 67861
tclark@wchosp.com
620-375-2233

SHERMAN COUNTY HEALTH DEPARTMENT

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

RE: Letter of Support for new Medical Laboratory Technician Program at NWKTC

Dear Director of Workforce Development:

It is my pleasure to provide this letter of support for the proposed Medical Laboratory Technician Program at Northwest Kansas Technical College (NWKTC) in Goodland, KS. I represent *Sherman County Health Department* and am currently serving on the Advisory Board.

We have experienced a shortage of qualified individuals to serve as med lab techs, which impacts the delivery of healthcare to residents of our region.

In order to address this need for keeping our labs staffed, 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
- ◇ Serve as a clinical site for students required practica
- ◇ 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 Medical Laboratory Technician Program.

Sincerely,



Jennifer Cure RN/Administrator



1622 Broadway
Goodland, KS 67735

PHONE (785) 890-4888
E-MAIL jcure@shermancountyks.gov



SHERIDAN COUNTY HEALTH COMPLEX

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

RE: Letter of Support for new Medical Laboratory Technician Program at NWKTC

Dear Director of Workforce Development:

It is my pleasure to provide this letter of support for the proposed Medical Laboratory Technician Program at Northwest Kansas Technical College (NWKTC) in Goodland, KS. I am the CEO of the Sheridan County Health Complex in Hoxie, KS and I am currently serving on the Advisory Board.

We have experienced a shortage of qualified individuals to serve as med lab techs, which impacts the delivery of healthcare to residents of our region. The need is so critical that in order to fill critical vacancies, we have had to rely on staffing programs that bring in qualified candidates from outside of the United States. This is very costly and generally does not lead to a long-term stable workforce.

In order to address this need for keeping our labs staffed, 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
- ◇ Serve as a clinical site for students' required practica
- ◇ 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 much needed training and opportunities for employment that our local communities and healthcare organizations desperately need.

Thank you for your consideration of the NWKTC proposal for the Medical Laboratory Technician Program.

Sincerely,

Chad Koster
Chief Executive Officer
Sheridan County Health Complex
826 18th Street, Hoxie, KS 67740
ckoster@schcmed.com
(785) 677-4155



November 4, 2022

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

RE: Letter of Support for new Medical Laboratory Technician Program at NWKTC

Dear Director of Workforce Development:

It is my pleasure to provide this letter of support for the proposed Medical Laboratory Technician Program at Northwest Kansas Technical College (NWKTC) in Goodland, KS. I represent Logan County Health Services in Oakley, KS and am currently serving on the Advisory Board.

We have experienced a shortage of qualified individuals to serve as med lab techs, which impacts the delivery of healthcare to residents of our region. While we are able to train phlebotomists on the job, the real need is for Medical Laboratory Technicians to do all of the necessary testing needed in the laboratory including blood bank. Currently, hospitals are competing for the same few qualified laboratory professionals. This has created situations in which hospitals turn to bringing in laboratory professionals from other countries. Logan County Health Services has been able to fill open positions with professionals from other countries in the past. However, the process for bringing those people in has become increasingly cumbersome, onerous and expensive.

In order to address this need for keeping our labs staffed, 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
- ◇ Serve as a clinical site for students' required practica
- ◇ 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.

Thank you for your consideration of the NWKTC proposal for the Medical Laboratory Technician Program.

Logan County Hospital
211 Cherry Avenue
Oakley, KS 67748
785-672-3211

New Frontiers Health Services
212 Maple Avenue
Oakley, KS 67748
785-672-3261



Sincerely,

Aimee Zimmerman, MHA, BSN, RN
Chief Executive Officer
211 Cherry Ave.
Oakley, KS 67748
785-672-1333

Logan County Hospital
211 Cherry Avenue
Oakley, KS 67748
785-672-3211

New Frontiers Health Services
212 Maple Avenue
Oakley, KS 67748
785-672-3261



An Affiliate of  centura

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

RE: Letter of Support for new Medical Laboratory Technician Program at NWKTC

Dear Director of Workforce Development:

It is my pleasure to provide this letter of support for the proposed Medical Laboratory Technician 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 have experienced a shortage of qualified individuals to serve as med lab techs, which impacts the delivery of healthcare to residents of our region. It would provide adequate staff to provide local high-quality care to our community. Permanent staff are invested in the hospital and community. When we use agency staff, they are very expensive and are not invested in the hospital or community. When we have to pay high rates for agency that affects our bottom line, the staff and community.

In order to address this need for keeping our labs staffed, 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
- ◇ Serve as a clinical site for students' required practical
- ◇ 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.

Thank you for your consideration of the NWKTC proposal for the Medical Laboratory Technician Program.

Sincerely,

Craig R. Loveless
220 W 2nd St, Goodland, KS 67735
craig.loveless@goodlandregional.com
785-890-3625



Decaturhealth.org
785-475-2208

Here for a Healthier You

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

RE: Letter of Support for new Medical Laboratory Technician Program at NWKTC

Dear Director of Workforce Development:

It is my pleasure to provide this letter of support for the proposed Medical Laboratory Technician (MLT) Program at Northwest Kansas Technical College (NWKTC) in Goodland, KS. I represent Decatur Health a Critical Access Hospital (CAH) in Oberlin Kansas and am currently serving on the Advisory Board.

We have experienced a shortage of qualified individuals to serve as med lab techs, which impacts the delivery of healthcare to residents of our region. We are utilizing 3 travel MTLs in our facility one is acting as the lab manager. These staff, whom we appreciate a great deal stay for 13 weeks and the rotations are causing constant orientation and difficulty in meeting all the quality metrics and staff knowledge with Decatur Health's processes.

In order to address this need for keeping our labs staffed, 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
- ◇ Serve as a clinical site for student's required practica
- ◇ 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 is a great technical college that is accessible to our local students and Decatur Health is very interested in partnering with them to help "grow our own" medical professionals and staff. This opportunity is a great addition to the already excellent curriculum that NWKTC offers.

Thank you for your consideration of the NWKTC proposal for the Medical Laboratory Technician Program.

Sincerely,

Julie Smith CEO

Julie Smith MHA, CPHQ, CEO
810 W Columbia, Oberlin Kansas
jsmith@decaturhealth.org
785-475-3845

Decatur Health

810 W. COLUMBIA ST, OBERLIN, KS 67749