

Program Alignment Process

Prior to Phase I

Department of Commerce/KBOR staff select program areas for alignment once or twice annually based on specific criteria (e.g. number and length of programs, and existence of an industry recognized third party credential).

Phase I — Research & Validate Industry Standards

- ❖ KBOR staff seeks names of employers, that, in addition to local advisory board members, hire entry level employees with the skills taught by the program area to be aligned
- ❖ KBOR staff research/compile existing business and industry standards, program accreditation requirements, nationally recognized third-party industry credentials, etc.
- ❖ KBOR staff establishes and meets with State Business & Industry Committee comprised of employers and local advisory board members. This committee shall:
 - ✚ recommend/validate entry- level competencies, industry standards and certifications/credentials for the program area
 - ✚ recommend appropriate program accreditation (if applicable)
 - ✚ recommended value-added exit points(s) from educational program
 - ✚ identify specific occupations for which the program would be preparing graduates
 - ✚ recommend equipment, facilities, instructor qualifications, etc. (optional)

14 – Day Presidential Comment Period

- ❖ Final State B&I Committee written recommendations are submitted to institutional presidents for a 14-day formal comment period

Phase II — Program & Course Alignment

- ❖ KBOR staff requests names of program content experts from institutional administrators to represent the program to be aligned (this group may include colleges planning to start a program in the occupational area, however, such individuals serve as observers)
- ❖ KBOR Staff establishes State Curriculum Committee (one or more representatives from each institution offering the program)

State Curriculum Committee Meetings

- ❖ Utilizing the recommendations of the State B&I Committee, the State Curriculum Committee will meet at least once to review the State B&I Committee recommendations. This group will:
 - ✚ identify and/or create a few common courses consisting of essential skills and competencies required of entry-level employees. These common courses may also satisfy “potential” articulation and transfer between secondary and postsecondary partners
 - ✚ identify competencies and skills required to support the value-added exit points, if they exist
 - ✚ identify resource needs at each college to implement the alignment map
 - ✚ identify overall program length with consideration for institutional/regional flexibility, external constraints, and B&I needs
 - ✚ identify program accreditation (if applicable), end-of-program certification/assessment exam(s), and eligibility requirements for obtainment of third party industry recognized credentials

Administrative Review

- ❖ Draft of the recommended program alignment map developed by the State Curriculum Committee is shared with colleges

14 –Day Presidential Comment Period

- ❖ Proposed program alignment map is submitted to institutional presidents for a 14-day formal comment period

State B & I Endorsement

- ❖ KBOR staff will submit the proposed Program Alignment Map created by the State Curriculum Committee to the original State Business & Industry Committee for final review, and request endorsement
- ❖ In the event the proposed Program Alignment Map has been altered by the State B & I Committee which reduces institutional flexibility, the map will be re-submitted to institutional presidents for a 14- day formal comment period

Phase III — Approval of Newly Aligned Program

- ❖ KBOR staff submits the proposed program alignment map to the Technical Program & Curriculum Sub-Committee (Sub-Committee) of the Kansas Postsecondary Technical Education Authority (TEA) for review and recommendation of approval and placement on the TEA discussion agenda at their next regularly scheduled meeting
- ❖ The Sub-Committee presents the proposed program alignment map to the TEA for discussion with a recommendation of approval
- ❖ KBOR staff submits the proposed program alignment map to the Board Academic Affairs Standing Committee (BAASC) of KBOR with a recommendation of placement on the KBOR discussion agenda at their next regularly scheduled meeting
- ❖ KBOR staff submits the proposed program alignment map to KBOR for approval

Phase IV --- Implementation

- ❖ KBOR staff denotes alignment process as completed by placing KBOR approved alignment on the KBOR website
- ❖ Institutions have one year following approval by KBOR to implement the aligned program and may request an extension
- ❖ Institutions submit changes reflecting the implementation of aligned programs on the program inventory system as a program modification