New Program Request Form
CA1

General Information

Institution submitting proposal	Salina Area Technical College
Name, title, phone, and email of person submitting the application *(contact person for the approval process)*	Gregory A. Nichols, President 785-309-3182 Greg.Nichols@salinatech.edu
Identify the person responsible for oversight of the proposed program	Stanton Gartin, Vice President of Instruction
Title of proposed program	Early Childhood Education
Proposed suggested Classification of Instructional Program (CIP) Code	19.0708 Child Care and Support Services Management
CIP code description	A program that focuses on the provision and management of child care services and that prepares individuals to plan, design, and manage child care facilities and programs that meet children's developmental needs and interests and that provide safe and healthy environments. Includes instruction in child development and psychology; home- and institution-based child care; identification of diseases, injuries, and psychological trauma and applicable referrals; parent relations; personnel and business management principles; and related laws and policies.
Standard Occupation Code (SOC) associated to the proposed program	39-9011 Childcare Workers
SOC description	Attend to children at schools, businesses, private households, and childcare institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.
Number of credits for the degree and all certificates requested	Certificate A Infant and Toddler Education - 17 credits Certificate A Pre-school Education - 19 credits Certificate B Early Childhood Education - 33 credits AAS Early Childhood Education - 62 credits
Proposed Date of Initiation	Spring 2022
Specialty program accrediting agency	NA
Industry certification	Prior to completing the program of study, the students will be encouraged to apply for their Child Development Associate Credential.

Signature of College Official _____ Date 7/7/2021

Signature of KBOR Official _____ Date _____

Narrative

Completely address each one of the following items for new program requests. Provide any pertinent supporting documents in the form of appendices, (i.e., minutes of meetings, industry support letters, CA1-1a form).

***Institutions requesting subordinate credentials need only submit the items in blue. For example, an institution with an approved AAS degree has determined a need for a Certificate C in the same CIP code using the same courses used in the AAS degree program.*

Program Description

- Program Rationale
  Through our involvement with the local Chamber of Commerce and Economic Development Organization, we were made aware of this critical need in our community. In some cases, we have childcare facilities that are operating at less than capacity because of a shortage of trained workers. By being responsive to this need, we can play a key role in helping address this issue in our community.

- Provide a complete catalog description (including program objectives) for the proposed program.
  Early childhood education and training provides an opportunity to influence the lives of young children and their families. This influence, during these formative years, can lead to well-rounded individuals and highly functioning families. These factors can have a positive influence on society as a whole.

- List and describe the admission and graduation requirements for the proposed program.
  Admission Requirements:
  The Early Childhood Education program will follow the same admission criteria as other SATC programs. For admission to Salina Tech as a degree- or technical certificate-seeking student, individuals must have graduated from high school or earned a General Educational Development (GED) diploma or be concurrently enrolled as a high school student.

  Graduation Requirements:
  To be eligible to graduate, a student must:
  - Complete all required units of instruction and all required assessments.
  - Earn a grade of C or higher in all courses.
  - Earn at least 15 credits from Salina Tech.
  - Ensure that all official college or military transcripts for any previously earned transfer credits are received at Salina Tech the academic year in which the student intends to graduate.

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.
  Locally, employers in the Salina region indicate that availability of quality childcare is second only to availability of housing, regarding factors that are keeping them from expanding their workforce. Thus, the need for quality childcare in the Salina region is critical to the economic growth and sustainability of the area. We fully realize that early childhood education may not be high wage, but it is definitely in high-demand and a critical need in this part of the state. Salina

Tech can play a key role in helping address the shortage of childcare providers and pre-school teachers.

Kansas Long-term Occupational Projections 2012 to 2022										
SOC Code[1]	Occupational Title	Employment		Annual Employment Change		Annual Job Openings			Median Annual Wage
		Base Year 2012	Projection Year 2022	Numerical	Percent	New Jobs [2]	Replace-ment Needs [3]	Total Jobs[4]	
39-9011	Childcare Workers	8,634	9,833	120	1.3%	120	254	374	$ 18,680

Kansas Wages for:

39-9011.00 - Childcare Workers

Bright Outlook

View wages for state: Kansas Go

In Kansas:

- Workers on average earn **$21,450**.
- 10% of workers earn **$16,990 or less**.
- 10% of workers earn **$30,540 or more**.

Information from the **Comprehensive Regional Needs Assessment - Winter 2019-2020**

Other Labor Market Sources Used

The taskforce also reviewed specific data points from the 2016-2026 Kansas Department of Labor Long-Term Occupational Projection Data for the North Central Region, of which our geographic area is a part. The taskforce was interested not only in demand based on total projected job openings by 2026 but openings due specifically to growth in these industries. It was noted that many occupations have extremely high total openings due to significant turnover (*e.g.*, cashiers and sales clerks within the Marketing pathway). The following table identifies occupations and pathways with growth of at least 5 positions by 2026.

Occupational Code	Occupational Title	Career Pathway	Openings Due to Numerical Change: Annual	Total Openings: Annual
39-9021	Personal Care Aides	Family, Community & Consumer Services	51	260
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	Restaurant & Event Management	34	521
29-1141	Registered Nurses	Health Science	24	154
31-1014	Nursing Assistants	Health Science	12	305
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	Travel & Tourism (not offered in the region)	11	283
39-9011	Childcare Workers	Early Childhood Development & Services	10	212

- 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.

the YMCA

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Stanton Gartin
VP of Instruction
Salina Area Technical College
2562 Centennial Rd.
Salina, KS 67401

Dear Mr. Gartin,

Salina Family YMCA Early Education Center serves the Salina Community with full-time childcare. Our goal is to provide a quality, enriching, and stimulating developmental preschool/child development program that will help children get a good start in life before they enter school. We strive to use developmentally appropriate teaching strategies to address each child's intellectual, physical, spiritual, social, and emotional needs.

We are writing to tell of our support for the Early Childhood Education program at Salina Tech. The addition of this program can help Salina Family YMCA and other daycare providers fill needed vacancies in staffing that will help meet the needs in our community.

Salina Family YMCA will provide opportunity for Salina Tech graduates to interview for internships and open positions. In addition, we encourage their program students to observe and complete practicums that can be coordinated through our Early Education Center.

Sincerely,

Angie Lassley
President/CEO

MARTIN LUTHER KING, JR. CHILD DEVELOPMENT CENTER

1215 N. Santa Fe
Salina, KS 67402-1883
785/827-3841

June 24, 2021

To Whom It May Concern,

I was given information that Salina Tech intends to start an Early Childhood Education program and train students to work in area daycare centers and pre-schools. It has been years since I can remember students from high school and college's interested in observing for class requirements that led to hiring several staff in the past.

At this current time we have two full time open staff positions. We have been trying to fill them since January. That has led to our infant room only having one enrolled infant compared to the eight that we are licensed for. We have over twenty five infants on our waiting list currently and receive approximately three to five calls per week asking for infant openings.

Salina Tech opening an Early Childhood Education program would benefit the Salina community by bringing back a way for interested candidates to learn important skills required for providing quality child care. It would give them the opportunity to observe and complete their practicums with the potential to step right into a permanent full time position if one was open at that time.

Martin Luther King, Jr. Child Development Center would accept these students to observe and complete their practicum with an interview, background check, and current physical/tuberculosis test on file.

Please keep me updated on the progress of this possibility!!

Sincerely,

Karen Henderson
Executive Director

United Way Community Partner

SALINA Public Schools

June 14, 2021

Stanton Gartin
VP of Instruction
Salina Area Technical College
2562 Centennial Rd.
Salina, KS 67401

Dear Mr. Gartin,

We are pleased to provide a letter of support for the approval of the Early Childhood Education program at Salina Tech. The program is greatly needed to fill the gap in daycare providers and early educators in Salina and the surrounding community.

Heartland Early Education serves three counties and well over 400 children and families annually. Heartland currently supports continuing education for its employees to earn an associate's and bachelor's degree, as funds are available, through community colleges and universities with early childhood education programs. We anticipate continued success with this partnership at Salina Area Technical College.

With a growing need to serve the educational needs of Saline, Ellsworth, and Dickinson counties, Heartland will provide opportunity for students to observe, complete practicums, and interview for internships and positions whenever available.

Sincerely,

Shanna Rector
Executive Director Educational Programs

Salina Public Schools Unified School District 305 www.usd305.com PO Box 797 (785) 309-4700 Salina, KS 67402 FAX: (785) 309-4737

An Equal Employment/Education Opportunity Agency

Salina
Area Chamber of Commerce
120 W. Ash, P.O. Box 586 • Salina, KS 67402-0586 • 785-827-9301 • fx 785-827-9758 • www.salinakansas.org

May 20, 2021

Dear Kansas Board of Regents,
Investments targeting workforce recruitment strategies and skills training are vital to building a globally competitive workforce of the future for our state. To that end, we are submitting this letter to offer our support to Salina Area Technical College as they embark on providing an Early Childhood Education program for our region.

Finding and retaining skilled talent was a major concern prior to the pandemic; this challenge is only increasing as we look ahead to recovery. In a recent report from the U.S. Chamber of Commerce Foundation (2021), lack of access to affordable and quality childcare was a major barrier for both employers and our labor force. Fifty-percent of parents who have not returned to work during this

recovery cite childcare as their reason. Employers are not only struggling to recruit this diminished labor force, but it also regularly costs employers 20% of a worker's total compensation—including both income and benefits—to replace them.

Solving these issues will take involvement and creative solutions from the entire community. Currently, as businesses are expanding and growing in Saline County, having an adequate number of childcare providers is crucial to ensuring we are recruiting a skilled and diverse labor force. The Salina Area Chamber of Commerce is committed to working with our employer partners, as well as Salina Area Technical College, in order to expand community capacity and improve the supply of quality care available here. We see this program having a direct impact on increasing labor force participation, and therefore improving economic development, wage growth, and quality of life for Salina as a whole.

The Salina Area Chamber of Commerce workforce development division recognizes the opportunity that is present here, and hope that you join us in seeing the positive impact that an Early Childhood Education program could have on our region.

Sincerely,
Eric L. Brown, IOM
President/CEO
Salina Area Chamber of Commerce

- Describe/explain any business/industry partnerships specific to the proposed program.
  If a formal partnership agreement exists, agreement explaining the relationship between partners and to document support to be provided for the proposed program must be submitted to the Board office independently of the CA1 materials for review purposes. The agreement will not be published or posted during the comment period.

  No partnerships that directly impact the start of this program are anticipated at this time. Cooperative agreements will be developed with area daycare centers and pre-schools in order to allow students the opportunity to complete their practicums (observation hours) at their sites.

Duplication of Existing Programs

- Identify similar programs in the state based on CIP code, title, and/or content. For each similar program provide the most recent K-TIP data: name of institution, program title, number of declared majors, number of program graduates, number of graduates exiting the system and employed, and annual median wage for graduates existing the system and employed.

Human Services --- Academic Year 2019

CIP Code	Program Name	Institution	Award	Total # Declared Majors	Total # Concentrators	Total # Pursuing Additional Education	Total # Graduates	Total # Graduates Exiting	Total # Graduates Exiting and Employed	Average Wage Graduates Exiting and Employed	Median Wage Graduates Exiting and Employed
12.0409	Aesthetician/Esthetician and Skin Care Specialist	Johnson County Community College	ASSOC/CERT	27	27	5	26	22	20	$29,912	$28,062
19.0708	Child Care and Support Services Management	Allen Community College	ASSOC/CERT	25	10	11	6	*	*	*	*
	Child Care and Support Services Management	Barton Community College	ASSOC/CERT	25	11	14	*	*	*	*	*
	Child Care and Support Services Management	Butler Community College	ASSOC/CERT	116	44	67	15	8	*	*	*
	Child Care and Support Services Management	Cloud County Community College	ASSOC/CERT	*	*	*	*	*	*	*	*
	Child Care and Support Services Management	Cowley Community College	ASSOC/CERT	55	25	21	13	9	9	$22,095	$22,550
	Child Care and Support Services Management	Dodge City Community College	ASSOC/CERT	26	13	16	6	*	*	*	*
	Child Care and Support Services Management	Highland Community College	ASSOC/CERT	*	*	*	*	*	*	*	*
	Child Care and Support Services Management	Hutchinson Community College	ASSOC/CERT	42	13	20	5	*	*	*	*
	Child Care and Support Services Management	Independence Community College	ASSOC/CERT	8	*	*	*	*	*	*	*
	Child Care and Support Services Management	Kansas City Kansas Community College	ASSOC/CERT	91	34	45	14	9	9	$23,341	$17,311

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

    No direct collaboration, but we did consult the college catalog of several Kansas two-year colleges and reviewed their Early Childhood Education programs to get ideas as to what to include in our proposal.

Program Information

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

Early Childhood Education Program Descriptions

ECE 100 Principles of Early Childhood Education **3 credits**

This course provides an overview of the childcare profession with emphasis on the history of early education, philosophies, types of programs and models, teaching practices and approaches, community recourses, professionalism, and current trends and issues. This course is part of the Kansas System Wide Transfer Matrix.

ECE 104 Infant-Toddler Development and Care **3 credits**

This course studies the development of infants and toddlers including their physical, mental, emotional, and social growth. Students will learn to assess the growth and development of children, create appropriate environments, and develop appropriate toys and activities.

ECE 108 Interaction Techniques with Young Children **3 credits**

Students will learn practical techniques for observing and guiding young children. They will also learn to develop and apply effective and creative techniques. Emphasis will be placed on safety and positive interactions. This course must be taken concurrently with ECE 109.

ECE 109 Interaction Techniques with Young Children Practicum **2 credits**
Students will apply the material covered in ECE 108. They will develop lesson plans and activities and spend time observing children age two and under in various childcare facilities. They will further develop an understanding of age-appropriate curriculum and activities. When appropriate, students may have the opportunity assist with children under the supervision of the facility employees. This course must be taken concurrently with ECE 108.

ECE 115 Child Nutrition, Health, and Safety **3 credits**
This course focuses on the nutrition, health, and safety as key factors for optimal growth and development of children. Content includes nutrient knowledge and guidelines, menu planning, food program participation, health practices, management, safety, and appropriate activities.

ECE 120 Pre-School Language and Literacy **3 credits**
This course presents strategies for optimum language development that supports early literacy development in home, classroom, and other settings. Students will learn how to select age-appropriate books and games. This material will enhance the child's verbal interactions, classroom environments, and activities.

ECE 128 Interaction Techniques with Pre-School Children **3 credits**
This course teaches practical principles and techniques for observing and guiding pre-school children. Emphasis will be on creating a positive learning environment, establishing positive expectations for groups of children, and managing difficult behaviors in children. Students will develop appropriate curriculum and activities for pre-school children. This course must be taken concurrently with ECE 129.

ECE 129 Interaction Techniques with Pre-School Children Practicum **2 credits**
Students will apply the material covered in ECE 128. They will develop lesson plans and activities and spend time observing children age three and older in various childcare facilities. They will further develop an understanding of age-appropriate curriculum and activities. When appropriate, students may have the opportunity assist with children under the supervision of the facility employees. This course must be taken concurrently with ECE 128.

ECE 135 Building Relations with Families and Community **3 credits**
This course emphasizes creating respectful, reciprocal relationships that support children and empower families. It will cover strategies for involving families in the child's development and learning, including family value systems, child-rearing and discipline philosophies and methods, diversity, biases, parenting styles, child behavior, and community resources.

ECE 140 Teaching Children with Special Needs **3 credits**
This course will provide guidance, strategies, and skills needed to provide care and education for children with disabilities, special needs, and chronic conditions. Content will cover atypical development, inclusion, accommodations, adaptations, and assessments.

ALH 139 First Aid and CPR **2 credits**
This course will prepare and certify the student to deliver rescuer skills in the form of emergency care before medical help arrives. The student will be able to make appropriate decisions regarding the delivery of first aid and CPR and apply the needed techniques relevant to the American Heart Association training received in this course. The topics covered are adult, child, infant CPR and choking. First aid is taught to address medical emergencies, environmental emergencies, man-made and/or national security emergencies. This course is part of the Kansas System Wide Transfer Matrix.

SOC 103 Marriage and Families **3 credits**

This class is about interpersonal relationships, with special attention to "family like" relationships including romantic and sexual partners, children and parents, etc. Content includes the function and importance of family groups, the meaning of love, strategies for effective communication and conflict resolution, considerations and consequences of marriage, divorce, children, infidelity and getting support in times of disruption and conflict. We are all members of one "family like" group or another and can all benefit from a deeper understanding and consideration of relationships. This course is part of the Kansas System Wide Transfer Matrix.

EDU 150 Introduction to Education **3 credits**

This course focuses on the historical, social, political, philosophical, cultural, and economic forces that shape the public school system in the United States. Content will also include current trends and issues impacting education including technology, access, and careers in education. This course is part of the Kansas System Wide Transfer Matrix.

PSY 105 Human Development **3 credits**

This course presents research and theories regarding human growth and change across life spans. Principles of growth in the physical, cognitive, social, emotional and personality aspects are covered. This course is part of the Kansas System Wide Transfer Matrix.

PSY Childhood Growth and Development **3 credits**

This course will focus on human development from conception to early childhood. It will give special attention to changes in the major development domains, including physical, social, emotional, and cognitive, during the critical years. The child's development will be studied in the context of family, gender, culture, language, ability, socioeconomics, diversity, and society. Upon successfully completing the course, students will be familiar with the developmental domains, developmental milestones, and major developmental disabilities. This course is part of the Kansas statewide transfer matrix.

CSA 105 Introduction to Computer Applications and Concepts **3 credits**

This course is an overview of basic computer operations, computer applications, ethics, and hardware. Skills gained in this course will provide a foundation for using technology in other courses. This course is part of the Kansas System Wide Transfer Matrix.

ENG 101 English Composition I **3 credits**

This course is an introduction to expository writing and emphasizes clear and effective writing, the writing process, audience, purpose, analytical reading, peer conferencing, and research procedures. The course provides instruction and practice in development of ideas, methods of organization, sentence structure, grammar, mechanics, documentation, and MLA format. This course is part of the Kansas System Wide Transfer Matrix.

PSY 101 General Psychology **3 credits**

This course provides an introduction to the scientific study of human behavior as it applies to daily living. The scope of this course includes history, basic theories, and biological bases of behavior, development, cognitive processes, individual awareness, motivation, emotion, personal adjustment and social psychology. This course is part of the Kansas System Wide Transfer Matrix.

Oral Communication Requirement

COM 102 Interpersonal Communication OR
COM 105 Public Speaking

COM 102 Interpersonal Communication **3 credits**

This course is a broad introduction to interpersonal communication, which focuses on the principles of effective speech communication in small groups and one-on-one relationships. Students develop an understanding of the dynamic and complex system involved in human communication. Theory and practice of interpersonal communication are studied and applied to a variety of life situations. The course focuses on perception, self-concept, listening, conflict, language, stereotyping, shyness, disclosure, friendship, and communication in interpersonal relationships nonverbal communication and culture as they relate to interpersonal relationships. This course is part of the Kansas System Wide Transfer Matrix.

COM 105 Public Speaking **3 credits**

This course will emphasize the fundamental basics of favorable private and public speaking experiences. The course will cover speech organization, development of ideas, delivery, listening, peer and audience analysis, and understanding of all types of public speeches. This course is part of the Kansas System Wide Transfer Matrix.

Mathematics Requirement

MAT 150 College Algebra (recommended)

MAT 150 College Algebra **3 credits**

Students learn how to interpret mathematical symbols and notations, simplify expressions, factor polynomials, solve equations (including absolute value, quadratic and systems of linear equations), perform operations on radical expressions, write equations of lines and evaluate functions. This course is part of the Kansas System Wide Transfer Matrix.

Science Requirement

BIO 105 General Biology (recommended)

BIO 105 General Biology **5 credits**

This course enables students to apply basic biological principles to appropriate daily situations. Students will apply the scientific process to problem solving and deductive reasoning to analyze and interpret observations. This course is part of the Kansas System Wide Transfer Matrix.

- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.
  The proposed program will include separate pathways for those who want to concentrate on infant/toddler ages or pre-school ages. By providing separate pathways, a student could become training and employable in as little as four months. We believe most will complete both pathways which will lead to a Certificate B in nine months.

  Earning a two-year Associate of Applied Science degree will open additional employment and advancement opportunities. These individuals could move into management and supervision roles.

- 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.

Early Childhood Program

Certificate A (Infant and Toddler Education) - 17 credits	Credits	Semester
Principles of Early Childhood Education	3	Both
Infant-Toddler Development and Care	3	Fall
Interaction Techniques with Young Children	3	Fall
Interaction Techniques with Young Children Practicum	2	Fall
Child Nutrition, Health, and Safety	3	Fall
Pre-School Language and Literacy	3	Fall
Cert A Total	**17**	

Certificate A (Pre-school Education) - 19 credits		
Principles of Early Childhood Education	3	Both
Interaction Techniques with Pre-School Children	3	Spring
Interaction Techniques with Pre-School Children Practicum	2	Spring
Building Relations with Families and Community	3	Spring
Teaching Children with Special Needs	3	Spring
First Aid and CPR	2	Spring
Marriage and Family (fulfills Gen Ed requirement)	3	Spring
Cert A Total	**19**	

Certificate B (Early Childhood Education) - 33 credits		
Principles of Early Childhood Education	3	Both
Infant-Toddler Development and Care	3	Fall
Interaction Techniques with Young Children	3	Fall
Interaction Techniques with Young Children Practicum	2	Fall
Child Nutrition, Health, and Safety	3	Fall
Pre-School Language and Literacy	3	Fall
Interaction Techniques with Pre-School Children	3	Spring
Interaction Techniques with Pre-School Children Practicum	2	Spring
Building Relations with Families and Community	3	Spring
Teaching Children with Special Needs	3	Spring
First Aid and CPR	2	Spring
Marriage and Family (fulfills Gen Ed requirement)	3	Spring
Cert B Total	**33**	

AAS Early Childhood Education - 62 credits		
Principles of Early Childhood Education	3	Both
Infant-Toddler Development and Care	3	Fall
Interaction Techniques with Young Children	3	Fall
Interaction Techniques with Young Children Practicum	2	Fall

Child Nutrition, Health, and Safety	3	Fall
Pre-School Language and Literacy	3	Fall
Interaction Techniques with Pre-School Children	3	Spring
Interaction Techniques with Pre-School Children Practicum	2	Spring
Building Relations with Families and Community	3	Spring
Teaching Children with Special Needs	3	Spring
First Aid and CPR	2	Spring
Marriage and Family (fulfills Gen Ed requirement)	3	Spring
Intro to Education	3	TBD
Human Development	3	TBD
Childhood Growth and Development	3	TBD
	42	
Additional General Education Requirements		
Intro to Computer Applications and Concepts	3	Either
English Composition I	3	Either
General Psychology	3	Either
Science requirement with lab (General Biology recommended)	5	Either
Oral Communication requirement	3	Either
Public Speaking or Interpersonal Communications		
Mathematics requirements (College Algebra recommended)	3	Either
	20	
AAS Total	**62**	

- List any pertinent program accreditation available:
  - Provide a rationale for seeking or not seek said accreditation
  - If seeking accreditation, also describe the plan to achieve it

Down the road, we may seek program accreditation from the National Association for the Education of Young Children. We will become familiar with the NAEYC accreditation standards and work to develop our program in accordance with them. Once our program is up and going and we have taught all the courses at least twice, we will likely seek this program accreditation.

Faculty

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

Required Qualifications:	• Bachelor's Degree in Early Childhood Education or Elementary Education OR • AAS Degree in the Early Childhood Education plus three (3) years relevant work experience OR • An industry recognized credential in Early Childhood Education plus five (5) years relevant work experience
Preferred Qualifications:	• 3 years teaching or management experience in a center or school • 1 year online or distance learning teaching experience • Master's degree in Education or Early Childhood Education

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.).
  SATC reassigned a fulltime faculty member in one program to fill a vacant position in Allied Health that they were qualified for. This reassignment saved the salary costs of filling the position with a new hire. We were able to use those funds to hire an Early Childhood Education instructor.
  The college budgets $10,000 annually for new program development.
  These costs savings and annual budget for new program development provided the basis for starting this program. In addition, we anticipate some tuition and fee revenue starting in spring 2022.
  Most classes are lecture courses, thus classroom and equipment costs should be fairly minimal.

- Provide detail on CA-1a form.
  Please see CA-1a for additional details.

- Describe any grants or outside funding sources that will be used for the initial start-up of the new program and to sustain the proposed program.
  No grants or outside funding was used in the start-up of this new program. The college will seek state and/or federal grants that are available for the start-up and expansion of childcare services.

Program Review and Assessment

- Describe the institution's program review cycle.
  The college reviews programs annually via its Institutional Dashboard. Each program is individually reviewed by the Board of Trustees every three years.

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)
    The college formed an adhoc program advisory committee to seek input regarding the community need and viability of SATC moving forward with starting an Early Childhood Education program. The committee held a Zoom meeting on March 26, 2021. Following are the minutes of that meeting.

Childcare Education Advisory Committee meeting		
3.26.2021	10:00 am	Zoom
Meeting called by	Greg Nichols	
Type of meeting	Regular meeting	
Facilitator	Greg Nichols	
Note taker	Greg Nichols	
Attendees	Stanton Gartin (SATC), Greg Nichols (SATC - President), Sara Fisher (SATC), Tasha Phillips (Heartland), Magen Haden (Southeast Saline High School), Shanna Rector (USD 305), Angie Saenger (ChildcareKS),	

	Mitch Robinson (Saline County Economic Development), Adriana Brown (Vortex), Maddy Garretson (Schwans) Absent:
Call to order	
	Greg Nichols
Discussion	President Nichols called the meeting together at 10:00 am
Team Report	
Items	Discussed agenda items 1. Call to order 2. Introductions 3. SATC program presentation 4. ECE/CA program approval process 5. Program costs/revenues
Action Items	Recommend SATC pursue a program in Early Childhood Education/Childcare Administration program; vote 9-0 (Maddy had to leave early).

Members introduced themselves and discussed interest in the program.

Previous conversations with members of community have presented the need for additional childcare in the community. Mitch indicated that from a business perspective, housing and childcare are the two top issues facing employers.

SATC is trying to determine what role we can play to help address this situation.

President Nichols presented work done by VPI Gartin and himself on the program design to the committee. Many options including education and provider routes. This included different short-term certificates and a couple different options that could lead to an AAS degree.

Member Phillips asked about class delivery. Discussed delivery of classes – options for hybrid, online and F2F.

Member Phillips discussed current staff at Heartland went through TAP program at WSU. Also indicated some are attending other programs via online learning.

Member Fisher asked about instructor qualifications. The committee discussed qualifications for the instructors in the programs. General considerations for technical courses would be AAS in field plus minimum of two years' experience. General education would be equivalent of master's degree.

Member Phillips described infant/toddler instructors need a credential to teach. 120 hours of training and take a test. Having a program locally would be beneficial to the community.

Members Rector and Haden discussed 305 and 306 pathways that could lead to training, respectively. Member Rector also indicated there were two possible groups that could benefit from a local program option including HS students and Heartland employees.

Member Saenger asked about certificate options for business. The options currently exist for a technical certificate in BAT that could be coupled with the ECE certificate. Greg and Stanton will work to include. SATC is working to make more of the business courses available online.

Member Haden suggested the program try to be set up so high school students could take it as Concurrent Enrollment and travel to campus for courses like other programs do.

Member Phillips indicated that Heartland is open from 7:15 am - 5:30 pm, so high school students may be able to do their observations and practicums after school.

President Nichols outlined the various steps the college would need to go through for approval, starting with our Academic Affairs Committee, Board of Trustees, and Kansas Board of Regents. Members of this committee would be called upon to submit letters of support for some of those approvals. He also explained that the Board of Regents likes to see programs that are High Wage and High Demand. This program would fit the high demand category. High wage is 250% of poverty level.

- Curriculum Committee

Academic Affairs Committee Minutes

April 21, 2021

Voting Members Present: James Knapp, Denise Hoeffner, Eric Vannoy, Namoi Tatro, DeLoss Dulohery, Sara Fisher, Mac Loucks
Non-voting Members Present: Stanton Gartin, Preston Gapter, Paige Johnson, Lori Faerber, Anna Kreighbaum

The meeting was called to order by Chair James Knapp.
Sara Fisher moved to approve the agenda, DeLoss Dulohery seconded the motion, motion passed.

There was a misunderstanding regarding the minutes of the last meeting. We concluded soon after the meeting that we did not have a March meeting and the last meeting was actually February 17. We will formally approve those minutes at our May meeting.

It was noted that we should invite Ron Redden to future meetings.

Fire Science
The committee reviewed a proposal for a new course, FIR 125 Building Construction. They also considered the textbook recommendation for this course.
Changes to the Fire Science Pathway were reviewed, we would discontinue teaching FIR 100 Intro to Fire Science and start teaching FIR 125 Building Construction. Since the program is moving from Salina South High School to SATC, PSS 100 Into to Public Service Careers will be removed from the pathway.
The instructors also proposed textbook changes for FIR 115 Firefighter I and FIR 116 Firefighter II.
Mac Loucks moved to approve all the changes for the Fire Science program, Sara Fisher seconded the motion; motion passed 7-0.

Prerequisite Changes
The Automotive Technology program proposed prerequisite changes for two courses.

- AUT 155 Diesel Technology - change prerequisite from AUT 100 to AUT 132 Engine Performance 2
- AUT 160 Hybrid/Electric Vehicles - change prerequisite from AUT 100 to AUT 240 Electrical 4

Mac Loucks moved to approve both prerequisite changes for the Automotive Technology program, Sara Fisher seconded the motion; motion passed 7-0.

Early Childhood Education Proposal
The administration is recommending the creation of an Early Childhood Education program to help address the lack of childcare services in Salina. Employers have indicated that available housing and childcare are the two biggest issues affecting business expansion in Salina. They have formed an Ad Hoc Advisory Council who reviewed the proposed certificates and degree options. This includes two Cert A's, one Cert B, and an AAS degree. The proposal would allow students to start either fall or spring semesters.
The college is considering the possibility of opening a childcare center on campus or using existing centers in the community for students to observe in.
Denise Hoeffner moved to approve the framework of the Early Childhood Education proposal, Naomi Tatro seconded the motion; motion passed 7-0.

Nursing Textbook Proposal
The nursing program proposed a textbook for NUR 205 Health Assessment and Advance Nursing Skills.
The program also proposed a new course NUR 199 Intravenous Therapy for LPN's. This is not a required course in either of our nursing programs. Individuals must already be an LPN before they can enroll, so it is more of a Continuing Education offering. The content of this course will be incorporated into existing PN courses, but there is need for this training in the community. A textbook was also proposed for this course.

Naomi Tatro moved to approve all the proposals for the nursing program, Sara Fisher seconded the motion, motion passed 7-0.

Other
The agenda indicated that the BAT Program Update had been tabled.

No New Business

The next meeting will be scheduled for either May 10 or May 11 at which time election of officers for next year will be held.

Being no further business, DeLoss Dulohery moved to adjourn the meeting, Denise Hoeffner seconded the motion; motion passed. The meeting was adjourned.

Stanton Gartin
Secretary

- Governing Board
  (including a list of all Board members and indicate those in attendance at the approval meeting)

SALINA AREA TECHNICAL COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
April 26th, 2021

Call to Order The Board of Trustees of Salina Area Technical College met Monday, April 26th at 5:30 p.m. with the following members present: Jeff Shamburg, Jeff Montgomery, Serena Helvey, Derien Henderson, (in person); Mike McCall (via Zoom).
Others present: President Greg Nichols, VP of Instruction Stanton Gartin, Board Clerk Mike Strand (in person); Director of Nursing Lori Faerber (via Zoom)

Approval of Agenda Motion by Serena Helvey, second by Darien Henderson to approve the agenda. Motion passed 5-0.
[Board member Dustin Pestinger jointed the meeting in-person. Board members Alysia Starkey and Kristin Nulik joined the meeting via Zoom]

Public Comment None.
[VP of Student Services Jennifer Callis joined the meeting via Zoom].

Consent Agenda Motion by Jeff Montgomery, second by Serena Helvey to approve the consent agenda, including the minutes of the March 22 regular meeting, the April 2 special meeting and hiring Jacqueline Rowlands as Allied Health Instructor and Becky Adamson as LPN Instructor.
[VP of Administrative Services Jamie Palenske joined the meeting via Zoom]

Monitoring Reports President Nichols presented the monthly financial report.

Action Agenda Architect for West Entry Addition: President Nichols told the board that a new roof for Building A has been added to the project, at an estimated cost of $140,000, and recommended M-Squared Architects for creating the construction drawings as well as coordinate the construction bidding. Mike McCall recused himself from voting, but said M-Squared is charging $63,000, or roughly 8 percent of the cost of the project – lower than the standard 10%. Dustin Pestinger and Darien Henderson also recused, because their companies may be bidding on parts of the addition. Motion by Alysia Starkey, second by Kristin Nulik to approve M-Squared as architect. Motion passed 5-0.
[Board member Darien Henderson left the meeting]

Grievance Policy regarding Covid-related College Rules: President Nichols said the Legislature has passed a law requiring the boards of trustees to meet, hear and make a decision regarding any grievances filed related to a college's Covid policies unless they designate someone else to do it. Motion by Alysia Starkey, second by Dustin Pestinger, to appoint President Nichols to hear any such grievances. Motion passed 7-0.

Set Date for Board Strategic Planning: By consensus, the Board wanted to hold a special meeting in May for strategic planning. President Nichols will check with potential facilitators and possible dates and times.

New Course: IV Therapy: Motion by Serena Helvey, second by Dustin Pestinger to set tuition for a new IV Therapy course at $99/credit hour. Motion passed 7-0.

New Program: Early Childhood Education: President Nichols told the board that a committee including local school districts, Child Care Aware and HR staff at several local employers support Salina Tech starting a child care education program, which would allow more stay-at-home parents to enter the workforce. He outlined a proposal to create a Certificate A program in Infant and Toddler Education, a Certificate A in Pre-School Education, a Certificate B in Early Childhood Education and an Associate of Applied Science in Early Childhood Education. Motion by Dustin Pestinger, second by Serena Helvey to approve the plan. Motion passed 7-0.

President's Report President Nichols reviewed the recent faculty/staff survey with the Board and said steps to improve communication across the campus are being taken.

Adjournment: Motion by Dustin Pestinger, second by Jeff Montgomery. Motion passed 7-0.

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: Salina Area Technical College
Proposed Program: Early Childhood Education

IMPLEMENTATION COSTS				
Part I. Anticipated Enrollment		Implementation Year		
Please state how many students/credit hours are expected during the initial year of the program?				
		Full-Time	Part-Time	
A. Headcount:		10	0	
Part II. Initial Budget		Implementation Year		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#1	$	$55,000	Institutional Funds
Part-time/Adjunct	#0	$	$	
		Amount	Funding Source	
B. Equipment required for program		$5,000	Institutional	
C. Tools and/or supplies required for the program		$2,500	Institutional	
D. Instructional Supplies and Materials		$1,000	Institutional	
E. Facility requirements, including facility modifications and/or classroom renovations		$10,000	Institutional	
F. Technology and/or Software		$2,000	Institutional	
G. Other *(Please identify; add lines as required)*				
Total for Implementation Year		$75,500		

PROGRAM SUSTAINABILITY COSTS (Second and Third Years)				
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:		15	10	
Part II. Ongoing Program Costs		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#1	$55,000	$	Institutional
Part-time	#	$	$	
		Amount	Funding Source	
B. Equipment required for program		$1,000	Institutional	
C. Tools and/or supplies required for the program		$1,000	Fees	
D. Instructional Supplies and Materials		$1,000	Fees	
E. Facility requirements, including facility modifications and/or classroom renovations		$0		
F. Technology and/or Software		$0		
G. Other *(Please identify; add lines as required)*				
Total for Program Sustainability		$58,000		

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

Institution Name:	Salina Area Technical College
Program Title:	Early Childhood Education
Program CIP Code:	19.0708

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

Fee	*Short Description*	*Amount*

*Please list all courses within the program and any fees associated to those **courses**:*
*Only list costs the institution **is** charging students. Do not duplicate expenses.*

Course ID	*Short Description*	*Amount*
ECE 109	Certificate A Graduation Fee	$17
ECE 129	Certificate A Graduation Fee	$19
ECE 140	AAS degree Graduation Fee	$26

Please list items the student will need to purchase on their own for this program:
*Institution **is not** charging students these costs, rather students are expected to have these items for the program.*

Item	*Short Description*	*Estimated Amount*
Textbooks	Textbooks for required courses	$475
Uniform	Shirt to be worn to observations and practicums in area centers/preschools	$25

Carl D. Perkins Funding
Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2020)

Name of Institution	Salina Area Technical College
Name, title, phone, and email of person submitting the Perkins Eligibility application *(contact person for the approval process)*	Gregory A. Nichols, President 785-309-3182 Greg.Nichols@salinatech.edu
Name, title, phone, and email of the Perkins Coordinator	James Knapp 785-309-3135 James.Knapp@salinatech.edu
Program Name	Early Childhood Education
Program CIP Code	19.0708 Child Care and Support Services Management
Educational award levels and credit hours for the proposed request	Certificate A Infant and Toddler Education - 17 credits Certificate A Pre-school Education - 19 credits Certificate B Early Childhood Education - 33 credits AAS Early Childhood Education - 62 credits
Percentage of tiered credit hours for the educational level of this request	Infant and Toddler Certificate A: 15/17 = 88% tiered Pre-School Certificate A: 9/19 = 47% tiered ECE Certificate B: 21/33 = 64% tiered AAS Degree: 21/62 = 34% tiered
Number of concentrators for the educational level	Estimate 10 year 1 Estimate 25 year 2
Does the program meet program alignment?	NA
Justification for conditional approval: *(this section must reference information found within the Local Needs Assessment)*	Locally, employers in the Salina region indicate that availability of quality childcare is second only to availability of housing, regarding factors that are keeping them from expanding their workforce. Thus, the need for quality childcare in the Salina region is critical to the economic growth and sustainability of the area. We fully realize that early childhood education may not be high wage, but it is definitely in high-demand and a critical need in this part of the state.

Signature of College Official _____ Date 7/7/2021

Signature of KBOR Official _____ Date _____

Kansas Promise
Eligibility Request Form

CA-1d Form (2021)

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

A complete list of approved Promise Eligible programs may be located at:
https://www.kansasregents.org/students/student_financial_aid/promise-act-scholarship

Program Eligibility
2021 House Bill 2064, section 2, (7) (A) identifies promise eligible programs as (i) Information Technology and Security, (ii) Mental and Physical Healthcare, (iii) Advanced Manufacturing and Building Trades, (iv) Early Childhood Education and Development.

Section 3, (c) allows for the postsecondary educational institution to designate an additional promise eligible program that corresponds to a high wage, high demand, or critical need occupation. The Act further states the postsecondary educational institution shall maintain the promise eligible program for at least three consecutive years.

Name of Institution	Salina Area Technical College
Name, title, and email of person responsible for Academic program	Stanton Gartin, Vice President of Instruction Stanton.Gartin@salinatech.edu
Name, title, and email of Financial Aid contact	Rachael Galvan, Financial Aid Specialist Rachael.Galvan@salinatech.edu

Add programs under the appropriate category the institution would like reviewed for Kansas Promise Eligibility. Add additional rows as needed.

Information Technology and Security			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

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

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

Kansas Promise
Eligibility Request Form

CA-1d Form (2021)

Early Childhood Education and Development			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)
19.0708	Early Childhood Education	Certificates and AAS	Spring 2022

The postsecondary educational institution may designate an additional promise eligible program that corresponds to a high wage, high demand, or critical need** occupation.

College Designated Program				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

**If the above program is considered "critical need," please provide supporting documentation:

Signature of College Official _____ Date 7/13/21

Signature of KBOR Official _____ Date _____

Special Note to Kansas Independent Colleges:
Please carbon copy the KICA contact below when submitting this application to the Kansas Board of Regent office:

Matt Lindsey, President KICA
matt@kscolleges.org