New Program Request Form
CA1

General Information

Institution submitting proposal	Washburn University Institute of Technology
Name, title, phone, and email of person submitting the application (*contact person for the approval process*)	Dr. Mike Strohschein, Dean 785-670-3321 Mike.strohschein@washburn.edu
Identify the person responsible for oversight of the proposed program	Tammy Schrickel, Instructor
Title of proposed program	Early Childhood Education
Proposed suggested Classification of Instructional Program (CIP) Code	19.0709 Child Care and Support Services Management
CIP code description	A program that prepares individuals to be primary providers of home, family, residential, or institutional-based child care services. Includes instruction in child growth and development, nutrition, recreation, planning and supervision of play and learning activities, child abuse and neglect prevention, parent-child relationships, and applicable legal and administrative requirements.
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. Excludes "Preschool Teachers, Except Special Education" (25-2011) and "Teaching Assistants, Preschool, Elementary, Middle, and Secondary School, Except Special Education" (25-9042).
Number of credits for the degree and all certificates requested	24 credit Certificate A 48 credit Certificate C
Proposed Date of Initiation	August 1, 2023
Specialty program accrediting agency	The program does not have accreditation, though students will continue to work in the college lab school, which falls under licensing through Kansas Department of Health and Environment. Additionally, the program follows guidelines from the National Association for the Education of Young Children when appropriate.
Industry certification	First Aid and CPR

Signature of College Official _____ Date 11.14.2022

Signature of KBOR Official _____ Date _____

Narrative

Program Rationale
The program was developed through WIT's involvement with the local advisory board including members from Topeka area childcare facilities, USD 501 Head Start, Childcare Aware of Kansas, and Washburn University Bachelors of Elementary Education faculty. The changes and expansion came about as the group was made aware of childcare and early childhood education being a critical need for the area and a shortage of trained workers.

Program Description
Program Outcomes
Students should know or be able to do at the completion of the program:

- Develop an understanding of the childcare profession through its history, types of programs, and teaching practices.
- Use appropriate strategies for observation to assess for planning and implementing instruction.
- Demonstrate the ability to perform engaging developmentally appropriate practices for young children.
- Develop knowledge of young children's development, health, language, and cognitive skills.
- Develop human relation skills with children, families, communities, and colleagues.
- Develop knowledge of young children with special needs and managing inclusive early childhood education settings.

Admission Requirements
Applicants who wish to apply for admission to Washburn Institute of Technology need to have the abilities necessary to benefit from instruction in an occupational field. Prospective students are required to take an Accuplacer Placement Test and pass with the necessary scores for their desired technical program before they are eligible to enroll. Applicants may only enroll in one technical program at a time. Accuplacer Scores for Early Childhood Education program: Math - Level 4; Reading - Level 4.

Secondary Enrollment Procedure
Enrollment is open to qualified students who are currently enrolled in high school. High school students who wish to enroll in a technical program at Washburn Institute of Technology must follow the procedures listed below:
1. Take the Admissions Test (free while in high school) either at Washburn Institute of Technology or their home high school (when available).
2. Complete an online application at http://www.washburntech.edu/admissions/apply.html
3. Discuss scores and program of interest with an Admissions Counselor.
4. Submit an in-progress official high school transcript.
5. Enroll during designated enrollment periods. Program registration is done on a first come, first serve basis. Many programs have limited enrollment capacity and/or are competitive programs. Admissions Counselors can provide program specific information.

Post-Secondary Enrollment Procedures
Post-secondary students who wish to enroll in a technical program must follow the procedures listed below:
1. Take the Admissions Test at Washburn Institute of Technology
2. Complete an online application at http://www.washburntech.edu/admissions/apply.html
3. Discuss scores and program of interest with an Admissions Counselor.
4. Submit official high school transcripts.
5. Enroll during designated enrollment periods. Program registration is done on a first come, first serve basis. Many programs have limited enrollment capacity and/or are competitive programs. Admissions Counselors can provide program specific information.

Graduation Requirements

Washburn University Board of Regents with the recommendation of the faculty of Washburn University Institute of Technology confers degrees at the end of the fall and spring semesters and summer session to students who have met all requirements as of the last day of final examinations for that session. All work not completed by the last day of finals will result in a graduation date of the following semester or later if a previous "incomplete" has not been finalized. If a student is concurrently enrolled at another institution and intends to use the work to complete graduation requirements at WIT, an official transcript from the institution must be received within two weeks of WIT's last final examination date of the graduating semester to have the degree conferred in the same semester. WIT holds a commencement ceremony at the end of the fall and spring semesters. Students who complete requirements for a certificate or degree during fall semester will be invited to participate in the fall commencement ceremony. Students who complete requirements for a certificate or degree during the spring semester will be invited to participate in the spring commencement ceremony. Students completing required coursework in summer session will be invited to participate in fall commencement. All such candidates must have the Application for Graduation form on file.

Demand for the Program
The Kansas Department of Labor Long-term Occupation Projections 2020-2030 indicate a statewide change of employment for Childcare Workers under SOC 39-9011 of -.7% annually, with an annual median wage of $22,460. A high school diploma or equivalent is the typical education needed for entry. Annual openings equate to 1,022 jobs per year.

There are many business and industry supporters of this program in the Topeka regional area. Letters of support are included in this packet.

This program is not targeted at high school students, therefore there is no letter of support provided. High school students are welcome to enroll if they meet the admissions requirements.

The Perkins Regional Needs Assessment for the Topeka Region indicate that for 19.0709 Early Childhood Professional (Post-Secondary) there are 22 Concentrators and 294 Annual Openings. The annual Wage is $22,229. The corresponding SOC Code is 39-9011 Childcare Workers/Nannies with 294 Openings and annual salary of $22,229.

Duplication of Existing Programs
Information from several peer institutions was used to benchmark program expansion. Specially, contact was made with Butler, Cowley, and Johnson Community College. The program instructor also worked with Pittsburg State University and Washburn University education faculty to look at how students could transition to a four-year institution if they chose that option.

There are nine institutions in the state offering programs under the CIP code 19.0708 or 19.0709. That information is listed below.

Name of Institution	Total # Concentrators	Total # Grads	Total # Grads Exited & Employed	Average Wage of Grads Excited & Employed
Allen Community College	7	17	*	*
Barton Community College	26	7	5	$28,918
Butler Community College	47	11	*	*
Cowley Community College	23	11	6	$25,580

Dodge City Community College	10	15	7	*
Highland Community College	*	*	*	*
Hutchinson Community College	8	5	*	*
Independence Community College	*	*	*	*
Kansas City Kansas Community College	19	5	*	*

Program Information

Multiple Options

Students entering the Early Childhood Education program will have one entry point and three possible exit points, Certificate A, C, or an Associate of Applied Science in Early Childhood Education (will be sent for approval by the Washburn University Board of Regents). Programs of Study information is listed below.

Certificate A (24 credits)

Course #	Course Name	Credits
Semester 1		
ECE100	Introduction to Early Childhood Education	3
ECE127	Child Health, Safety, & Nutrition	3
ECE112	Preschool Development	3
ECE135	Infant & Toddler Development & Care	3
Semester 2		
ECE151	Early Childhood Curriculum Development	3
HCT134	Human Growth & Development	3
ECE131	Children with Special Needs	3
ECE148	Early Childhood Education Lab I	3

Certificate C (48 credits)

Course #	Course Name	Credits
Semester 1		
ECE100	Introduction to Early Childhood Education	3
ECE127	Child Health, Safety, & Nutrition	3
ECE112	Preschool Development	3
ECE135	Infant & Toddler Development & Care	3
Semester 2		
ECE151	Early Childhood Curriculum Development	3
HCT134	Human Growth & Development	3
ECE131	Children with Special Needs	3
ECE148	Early Childhood Education Lab I	3
Semester 3		
ECE119	Creative Experiences for Young Children	3
ECE212	Children's Play and Games	3
ECE141	Early Language & Literacy Development	3
ECE155	Early Childhood Education Lab II	3
Semester 4		
ECE202	Administration in Early Childhood	3
ECE205	Foundation of Education	3

| ECE200 | Developing Family Relationships | 3 |
| ECE227 | Early Childhood Education Internship | 3 |

Course Descriptions

ECE 100 Introduction to Early Childhood Education (3 credits)

This course will enable the student to recognize and create a developmentally appropriate curriculum and environment, to connect Developmentally Appropriate Practice (DAP) to early learning standards, and to comply with state licensing regulations. The student will be able to discuss and explain the history, principles, philosophy, teaching practices, approaches, professional ethical standards, and career trends in the field of early childhood education. The student will be able to identify the types and role of observation, documentation, and assessment in the early childhood field. Will include CPR/First Aid training for students without current certification.

ECE 127 Child Health, Safety, and Nutrition (3 credits)

This course will enable the student to demonstrate an understanding of the basic factors that affect child health, safety, and nutrition. The student will design appropriate educational experiences and family newsletters that focus on health, safety, and nutrition for the young child. The student will identify and apply the nutritional guidelines appropriate for young children while menu planning. Additionally, this course will provide instruction on the subject of abuse and neglect of children. The course will discuss the various types and indicators of abuse and neglect as well as prevention issues. Kansas laws will be discussed as will current community, state, and federal efforts to deal with this problem.

ECE 112 Preschool Development (3 credits)

This course focuses on the development, implementation, and assessment of appropriate environments and curricula for young children ages three through five. Emphasis is on understanding children's developmental stages and developing appropriate learning opportunities, interactions, and environments in the following areas: emergent literacy, math, science, technology, and social studies.

ECE 135 Infant and Toddler Development & Care (3 credits)

This course will enable the student to understand the physical, mental, emotional, and social growth of the child from conception through the second year. The student will apply the knowledge gained to discuss contemporary issues in group care, critique the quality of center care, assess the developmental level of infants and toddlers, identify guidance techniques, and develop safe and appropriate toys and creative activities.

ECE 151 Early Childhood Curriculum Development (3 credits)

This course introduces techniques for guiding the following types of experiences: art, storytelling, puppetry, writing, math, science, social studies, music, and field trips. Assessment of the course includes written and assigned activities.

HCT 134 Human Growth and Development (3 credits)

This course provides an introduction to physical, cognitive, emotional, and social aspects of human development throughout the life span. It emphasizes developmental processes beginning with conception and continuing throughout childhood, adolescence, adulthood, later life and death. The course focuses on developmental processes, cultural influences, and other factors that make each individual unique. This course takes an inter-disciplinary approach toward human development that is based on science and applied toward the goal of solving important human problems.

ECE 131 Children with Special Needs (3 credits)

This course will enable the student to develop skills associated with providing quality care and education to young children with disabilities and chronic conditions. The student will explore issues of positioning, feeding, adaptive equipment, family dynamics, inclusion, and invasive procedures.

ECE 148 Early Childhood Education Lab I (3 credits)

This course involves participation in the licensed child care center under supervision of the unit leader. Students use knowledge and skills expected of professionals new to the early care and education field. Assessment of the course includes preparing lesson plans and implementing activities in the center with evaluation completed by the unit leader.

ECE 119 Creative Experiences for Young Children (3 credits)
This course will enable the student to demonstrate effective and creative guidance techniques while creating a positive early childhood learning environment. The student will understand the role of observation in early childhood programs and will be able to determine the appropriate techniques to assess and monitor the development of various ages. The student will be able to establish positive social expectations for a group of children and effectively evaluate and manage difficult behaviors based on children's individual needs and developmental abilities in cooperation with the children's families and relevant professionals.

ECE 212 Children's Play and Games (3 credits)
This course is designed to stress the importance of play learning attitudes and environments. Students learn the importance of movement in relation to what children learn, and that play environments should encourage children to explore, imagine, invent, and express feelings.

ECE 141 Early Language & Literacy Development (3 credits)
This course is designed to teach students how to recognize and implement appropriate environmental strategies that support early literacy development and appropriate early experiences with books and writing. Emphasis is placed on speaking and listening, as well as reading and writing readiness. Upon completion of the course, students will be able to select, plan, implement, and evaluate appropriate early literacy experiences.

ECE 155 Early Childhood Education Lab II (3 credits)
This course involves participation in the licensed child care center under the supervision of the unit leader. Students should demonstrate increased knowledge and skills by assuming a teacher's role. Assessment of the course includes planning, developing, and implementing lesson plans with evaluation done by the unit leader.

ECE 202 Administration in Early Childhood (3 credits)
This course will enable the student to describe key functions and strategies used by motivational leaders in Early Childhood Education. The student will develop reflective teaching skills and demonstrate strong commitment and knowledge of early childhood development by creating a professional portfolio based on the National Association for the Education of Young Children (NAEYC) Professional Standards and Competencies for Early Childhood Educators.

ECE 205 Foundation of Education (3 credits)
Teaching concepts and practices as they apply to today's elementary and secondary schools will be introduced. Topics will include the roles and responsibilities of the teacher, various modes of instruction, specialized areas in teaching, and professional requirements and concerns. Twenty hours of observation in a school setting is required.

ECE 200 Developing Family Relationships (3 credits)
This course will enable the student to establish respectful and reciprocal relationships that support, value, and empower all families to be involved in their children's development and learning. The student will utilize communication methods and engagement strategies to involve and support family systems and create partnerships between home and school.

ECE 227 Early Childhood Education Internship (3 credits)
The Early Childhood Internship course provides students the opportunity to demonstrate their knowledge of teaching young children. The student teaching experience will occur with children of age groups between birth to five in an inclusive setting.

Accreditation

The program will not be pursuing accreditation at this time. Students will earn their First Aid & CPR certifications.

Faculty
Faculty teaching in the Early Childhood Education program must have a Bachelor's degree in Early Childhood, Child Development, or Education with an Early Childhood emphasis (master's preferred); OR Master's degree in any discipline with a minimum of 18 graduate credit hours in Early Childhood or a combination of education, professional tested and equivalent experience that provide a foundation in the specific subject matter being taught.

Cost and Funding for Proposed Program
There are no additional program costs for AY23, though there will be a need for additional faculty in AY24. As other programs are retired, this frees up funds for the opportunity for an additional instructor, which is the biggest cost associated with the expansion of the current Cert A to the revised Cert A and the addition of a Cert C. The program includes additional tiered courses; therefore, we are requesting additional Excel in CTE funds (CA-1b is attached). There are currently no grants being used for the Early Childhood program.

Program Review and Assessment
As one of the colleges/schools at Washburn University, Washburn University Institute of Technology offers non-degree certificate programs in Career and Technical Education (CTE), ranging from Advanced Systems Technology to Surgical Technology. These post-secondary, college-level programs lead to certificates of completion (Stand-Alone Parent Programs; up to 16 credit hours) or the technical certificates (Cert A; Cert B; Cert C).

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.
As a member of the Association for Career and Technical Education (ACTE), Washburn Tech has voluntarily chosen to follow the ***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 Washburn 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. The results of the Quality Framework will be the basis for the program review report to be submitted to Washburn University, which has specific guidelines for the program review process as follows:

Program Review Guide for Academic Units
Academic units and programs of study are asked to review academic programs and services offered and report those through the guidelines provided, citing data and specific examples as evidence in your narrative. In some cases, data is provided for the unit's consideration, which may be further supplemented by the unit. Each unit is asked to address each topic outlined in this guide—additional topics may be added by the unit if they enhance the reviewers' understanding of the unit and its performance. While units are encouraged to draw upon material prepared for other reporting (e.g., program accreditation), the Washburn University academic program review narrative must be completed fully and cannot be replaced by that reporting.

(copied from Washburn University's *Program Review Guide for Academic Units Spring 2019*)

Program Approval at the Institution Level
- Washburn Board of Trustees: The Early Childhood Education program revisions and expansion was approved by the Washburn University Board of Regents on October 20, 2022. The approval letter is attached.
- Program Advisory Committee: The WIT Early Childhood Education program advisory board met on August 12, 2022 and approved the updated curriculum. Minutes are attached.

- Curriculum Committee: The WIT Curriculum Council approved the updated and expanded Early Childhood Education program at the September 19, 2022 meeting.

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: Washburn University Institute of Technology

Proposed Program: Early Childhood Education

<table>
<tr><td colspan="6" align="center">IMPLEMENTATION COSTS</td></tr>
<tr><td colspan="2">Part I. Anticipated Enrollment</td><td colspan="4" align="center">Implementation Year</td></tr>
<tr><td colspan="6">Please state how many students/credit hours are expected during the initial year of the program?</td></tr>
<tr><td colspan="2"></td><td colspan="2" align="center">Full-Time</td><td colspan="2" align="center">Part-Time</td></tr>
<tr><td colspan="2">A. Headcount:</td><td colspan="2" align="center">40/960</td><td colspan="2" align="center">0</td></tr>
<tr><td colspan="2">Part II. Initial Budget</td><td colspan="4" align="center">Implementation Year</td></tr>
<tr><td colspan="2">A. Faculty</td><td>Existing:</td><td colspan="2">New:</td><td>Funding Source:</td></tr>
<tr><td colspan="2">Full-time</td><td>#</td><td colspan="2">$ 85,000</td><td>$</td><td>WIT General Fund (current budget)</td></tr>
<tr><td colspan="2">Part-time/Adjunct</td><td>#</td><td colspan="2">$</td><td>$</td><td></td></tr>
<tr><td colspan="3"></td><td colspan="2">Amount</td><td>Funding Source</td></tr>
<tr><td colspan="3">B. Equipment required for program</td><td colspan="2">$</td><td></td></tr>
<tr><td colspan="3">C. Tools and/or supplies required for the program</td><td colspan="2">$</td><td></td></tr>
<tr><td colspan="3">D. Instructional Supplies and Materials</td><td colspan="2">$9,000</td><td>WIT General Fund (current budget for existing program)</td></tr>
<tr><td colspan="3">E. Facility requirements, including facility modifications and/or classroom renovations</td><td colspan="2">$</td><td></td></tr>
<tr><td colspan="3">F. Technology and/or Software</td><td colspan="2">$500</td><td>WIT General Fund (current budget for existing program)</td></tr>
<tr><td colspan="3">G. Other (Please identify; add lines as required)</td><td colspan="2"></td><td></td></tr>
<tr><td colspan="3">Total for Implementation Year</td><td colspan="2">$94,500</td><td></td></tr>
</table>

<table>
<tr><td colspan="5" align="center">PROGRAM SUSTAINABILITY COSTS (Second and Third Years)</td></tr>
<tr><td colspan="2">Part I. Program Enrollment</td><td colspan="3" align="center">Second and Third Years</td></tr>
<tr><td colspan="5">Please state how many students/credit hours are expected during the first two years of the program?</td></tr>
<tr><td colspan="2"></td><td colspan="2" align="center">Full-Time</td><td align="center">Part-Time</td></tr>
<tr><td colspan="2">A. Headcount:</td><td colspan="2" align="center">80/1,920</td><td align="center">0</td></tr>
<tr><td colspan="2">Part II. Ongoing Program Costs</td><td colspan="3" align="center">First Two Years</td></tr>
<tr><td colspan="2">A. Faculty</td><td>Existing:</td><td>New:</td><td>Funding Source:</td></tr>
<tr><td colspan="2">Full-time</td><td>#</td><td>$85,000</td><td>$85,000</td><td>WIT General Fund (current instructor), Reallocation of operational budget from closed program (new instructor)</td></tr>
<tr><td colspan="2">Part-time</td><td>#</td><td>$</td><td>$</td><td></td></tr>
<tr><td colspan="3"></td><td>Amount</td><td>Funding Source</td></tr>
<tr><td colspan="3">B. Equipment required for program</td><td>$</td><td></td></tr>
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<tr><td colspan="3">D. Instructional Supplies and Materials</td><td>$ 9,000</td><td>WIT General Fund (current budget)</td></tr>
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<tr><td colspan="3">G. Other (Please identify; add lines as required)</td><td></td><td></td></tr>
</table>

Total for Program Sustainability	$179,500	

Please indicate any additional support and/or funding for the proposed program:

This is an expansion of the already existing Early Childhood program with the existing instructor. First year costs will be the same as what is currently budgeted with funds being allotted from as part of the Washburn Tech General Fund. The second year of the program will require an additional instructor. Washburn University Institute of Technology has had conversations with Washburn University Department of Education as they recently phased out their Early Childhood Associate and Bachelors degrees. There is a possibility that we could work together to create a cost sharing model when it in order to add a second instructor. If not, we will use funds from the operational budget that were previously allocated to a program that will close next year.

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

WASHBURN
UNIVERSITY

November 8, 2022

Ms. April Henry
Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson Street
Suite 520
Topeka, KS 66612-1368

RE: Washburn University Board of Regents Confirmation of action taken by Board

Dear Ms. Henry,

The undersigned, as the Secretary of the Washburn University Board of Regents, hereby confirms that the Board approved the following action at its board meeting on October 20, 2022.

> The Board voted unanimously to approve the new course offerings in Certificate A and addition of the Certificate C for the Early Childhood Education Certificate program.

The members of the Board who were present and voted on the item were: Terry Beck, Shelly Buhler, John Dicus, John Dietrick, Craig Hulse and Jennifer Sourk.

Sincerely,

Marc B. Fried
General Counsel and Secretary
 to the Board of Regents

Early Childhood ADVISORY BOARD MEETIING	
Date	8-12-22
Time	5:30pm
Location	Zoom

Name	Organization	Present or Absent
Michelle Love (chairperson)	USD 501, Preschool/Special Education program	P
Tammy Schrickel	WIT Instructor	P
Betsy Litscher	Bright Circle Inc, early childhood work force training center	P
Christina Turner	Manchester School for Young Children	A
Michelle Gilbert	Child Care Aware	P
Karin Juarez	Little Explorers Learning Center	P
Cathy Brennan	Discovery Montessori	P
Hannah Newton	Little Learners	P
Tara Lindahl (non-voting)	Director of Assessment, Curriculum, & Distance Learning	P

Agenda Topics

Topic	Discussion	Action/Facilitator
Updated/Revised Early Childhood program – Reasons and goals of changes	- Cert A (one-year), Cert C (two-year), Associate of Applied Science (two-years) - Expand program to provide more early childhood content and the protentional to add students and possible locations (in the future) - Benchmark courses and program outline with other Early Childhood programs in the state - Offer an associate degree option while still maintaining multiple exit points - Continue to incorporate CDA components - Potentially offer courses online for working professionals that may already be working in early childhood (in the future)	Tara and Tammy
Next steps	Tammy and her team are finalizing the exact order of the courses	Tara and Tammy

	• Provide more detail/ develop course learning outcomes for each course • Currently being reviewed by the chair of the education program at Washburn University to provide alignment into the Bachelors of Elementary Education • Once the above items are completed, present to Washburn Tech Curriculum Council for approval (ideally, September meeting) • After Curriculum Council, goes to Washburn University Board of Regents (ideally, September) • Technical Education Authority to be approved for funding (October) • Kansas Board of Regents (November) • Higher Learning Commission (accreditation) and Department of Education (Financial Aid) • GOAL: ALL APPROVALS COMPLETED BY DECEMBER 15, 2022 WITH START DATE OF AUGUST 2023	
Concerns/questions from board	Are we trying to change this into a preparation from an elementary education program? A: No. All courses but one will be Early Childhood focused. There will be one course that is applicable to all education fields, but the rest will be specific to Early Childhood. Aligning with the Bachelor of Elementary Education degree gives students a pathway if they want to continue in that direction, but it is not a requirement and does not mean we are adjusting our curriculum to meet their requirements. We will also look at how we can align with a Bachelor of Early Childhood Education (not offered at Washburn University, will have to look at other universities). Creative Experiences: course description needs to be updated to reflect course content. Easy to do as course descriptions are not finalized. Like that it is taking an integrated approach instead of courses that only meet a certain	

	"bucket". Integration seems to be a better approach for learners. Tammy and her team will be visiting Pitt State University to look at their lab school. Feedback was Pitt State front loads child development so students have a strong understanding of children before going in to lab school.	
Motion to approve updated Early Childhood Education program	Michele Love made motion. Michelle Gilbert second. Motion passed unanimously.	

WASHBURN
U N I V E R S I T Y
INSTITUTE OF TECHNOLOGY

Curriculum Council Meeting Minutes
September 19, 2022
This meeting will be in person the Kaw Room (across from Dean's office) and available via Zoom

Roll Call: What is one thing you have adjusted in your curriculum for this year?

Name	Present or Absent (P or A)
Ali Setayesh	A
Laura B. Keighley	A
Tammy Schrickel	P
Lindsay Cubbage	P
Darrin Dillingham	A
Chris Mullins	P
Kelly Winkel	P
Jaime Chapman	P
Teresa Huttenmaier	P
Cody Scott	P
Pam Masters	P
Alan Beam	A
Mike Strohschein	A
Tisha Prather	P
Chaz Havens	P
Steven Bryant	P
Ian Marples	P
Jennifer Ewing (non-voting)	A
Morgan Eggert (non-voting)	P

April Sidesinger (non-voting)	P
Kathryn Stroeble (non-voting)	P

Agenda Item	Topic/Discussion	Action
Adoption of the proposed agenda (Motion, Discussion, Action)		Motion: Pam Second: Kelly
Approval of the previous minutes (Motion, Discussion, Action)		*None*
Public Comments (Information)		

Reports (Information only)	1. Communication group reports
	    a. Manufacturing
	        i. Welding: Cody Scott
	Tara – Cert A: 25-26, Cert C: 49-50, adding AAS of Welding. There's a potential to eventually have gen. eds on campus.
	Cody – Program is essentially the same but was split on paper. What was on paper wasn't being taught the same way/order. Now everyone will be going through the same courses at the same time. Cert C adding metallurgy course. Also adding more fabrication as this is a big push from industry (they want to see more fabrication and print reading). Each company has its own certifications that usually do not transfer.
	Tara – AWS certifications expire in 6 months. Moving to SENSE standards. Qualifying scores through SENSE earns students an entry level certification of completion.
	Q/A – Cert A & C have hour difference because of OSHA 10
	    b. Nursing & Allied Health
	Pam – State Board of Nursing approved 15 hours of courses for hybrid (online) learning. EMT update next meeting.
	    c. Construction & Transportation
	Lindsay – No current changes. Reevaluating program to see what next steps may be, if change is needed.
	Chris – Lots of different discussions happening. Next meeting should be more productive as Cody Beauclair was named chair at last meeting.	

	d. Human Services, Architecture, Art and Technology, Adult Education	

d. Human Services, Architecture, Art and Technology, Adult Education

Teresa – Nothing at the moment. Waiting on 2023 State Board of Cosmetology to release recommended changes- broadening categories, updating practices (removing the old/adding in the new).

    i. Early Childhood

Tammy – Program currently 1 year ½ day. Students can leave as a qualified lead teacher. The advisory board wants CDA certification, this means program needs more hours needed in lab. Redeveloped the program for a two-year option with multiple exit points. Not only added content but had to rearrange some content. New grad plan has space for optional gen. eds that students would need to complete outside of class if wanting to pursue AA or BA. Program is ideal for H.S. students but P.S. can take as well. Working with licensing, for one-year students to come out with strong knowledge base to be confident as a lead teacher.

Tara - Anticipate hiring another instructor possibly an adjunct to help Tammy (Tammy does so many things she is a superstar).

Tammy – Currently running at a lower capacity. More students (and adjunct) would allow center to have more children. Having more students and a lead teacher could have larger groupings of kids. This would allow realistic numbers for what it is like when they have their first job.

    ii. Business, Bookkeeping & Accounting

Tara – Renaming Business and Accounting Technology. Redesign to help facilitate multiple exit points. AAS in Technical Studies to mix and match programs. Technical Studies AAS would require students earn 2 technical certificates (at least 15 credits each) in addition to 15 credits of gen. eds. Hopeful for full redesign board for business.

2. Student Services
3. Deans Office
4. Curriculum & Instruction

	a. Reminder of Curriculum adoption process (document located on shared drive) b. Course leaf should be ready for next meeting	
Old Business (Motion, Discussion, Action)		
New Business (Motion, Discussion, Action)	1. Welding **Q/A/comments**- Advisory board views -Cody – They want more blue print reading and fabrication. 2. Business **Q/A/comments** – Some errors found. Tara – will get updated. Zip code requires a H.S. diploma which means that is what is needed in order to be employable in the field (not needed for enrollment in program). 3. Early Childhood **Q/A/comments** - Advisory board views -Tammy – They are excited for the associates and program changes. **Q/A/comments** - How to entice p.s. students? Working on online classes for home day care centers as they could receive lab credit if already taking care of kids.	Motion: Tammy Second: Pam Discussion: Motion: Chaz Second: Cody Discussion: none Motion: Chris Second: Chaz Discussion: Typos will be fixed.
Announcements	Next Meeting: October 18	
Adjournment		4:19pm

"A Learning Experience"

November 8, 2022

Washburn Institute of Technology
Attn: Dr. Mike Strohschein
Dean of Technical Instruction
5724 SW Huntoon St
Topeka, KS 66604

Re: Early Childhood Education program Redesign and Expansion

Dear Dr. Strohschein,

Please consider this letter of support for the redesign and expansion of the Early Childhood Education program. I have reviewed the program change documents and approve all changes as listed. Bright Circle, and I as a member of the ECP Advisory Board are proud supporters of Washburn University Institute of Technology and the Early Childhood program and we appreciate these changes as we believe it will increase the number of students entering in to this in-demand field.

Bright Circle and I have and will continue to support the Early Childhood Education program by participating in the following ways:
- Participate in Early Childhood Education Advisory Committee
- Participating in the Washburn Tech Job Fair
- Hiring Graduates from the program as needed

Again, we look forward to continuing our support of the Early Childhood Education program.

Sincerely,

Betsey Litscher
Director

401 S.W. Oakley Ave. ·· Topeka, Kansas 66606-1915 ·· (785) 235-1033

November 7, 2022

Washburn Institute of Technology
Attn: Dr. Mike Strohschein
Dean of Technical Instruction
5724 SW Huntoon St
Topeka, KS 66604

Re: Early Childhood Education program Redesign and Expansion

Dear Dr. Strohschein,

Please consider this letter of support for the redesign and expansion of the Early Childhood Education program. I have reviewed the program change documents and approve all changes as listed. *Discovery School Montessori Preschool* is a proud supporter of Washburn University Institute of Technology and the Early Childhood program and we appreciate these changes as we believe it will increase the number of students entering in to this in-demand field.

Discovery School has and will continue to support the Early Childhood Education program by participating in the following ways:
- Participate in Early Childhood Education Advisory Committee
- Participating in the Washburn Tech Job Fair
- Hiring Graduates from the program as needed

Again, we look forward to continuing our support of the Early Childhood Education program.

Sincerely,

Catharine Brennan
Director
Discovery School Montessori Preschool

November 15, 2022

Washburn Institute of Technology
Attn: Dr. Mike Strohschein
Dean of Technical Instruction
5724 SW Huntoon St
Topeka, KS 66604

Re: Early Childhood Education Program Redesign and Expansion

Dear Dr. Strohschein,

Please consider this letter of support for the redesign and expansion of the Early Childhood Education program. I have reviewed the program change documents and approve all changes as listed. As a staff member of Little Learners, I see every day the need for high quality early childhood education and trained early childhood educators. As an early childhood educator myself, I know there is a shortage of students entering the field, which is why I am glad to see that Washburn University Institute of Technology is taking the steps necessary to expand the program. I believe this expansion will allow for more students to enter and graduate in the field. I also believe that it will create a pathway for students to earn their Child Development Associate credential, which is something that many early childhood/childcare centers require of their employees. This expansion is very much needed and I'm glad to support it.

As a former student of the current program model, I am excited to see students have the opportunity to earn their Child Development Associate credential or even their Associates Degree if they so choose. The new program model gives students so many more options for their education path in the early childhood field. With the new program model, students will have the benefit of going through course material at a slower pace than before and being given more time to learn and use skills effectively in the lab setting.

As a staff member of Little Learners, I will support the Early Childhood Education Program by participating in the following ways:
- Participate in Early Childhood Education Advisory Committee (when asked)
- Assist with lab courses when students are in the lab school
- Provide individual guidance to students as needed

Again, I look forward to continuing to support of the Early Childhood Education Program.

Sincerely,

Hannah Newton
Lead Toddler Teacher
Little Learners at Washburn Tech

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: <u>Washburn University Institute of Technology</u>
Proposed Program: <u>Early Childhood Education</u>

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:			40/960		0
Part II. Initial Budget			Implementation Year		
A. Faculty			Existing:	New:	Funding Source:
Full-time	#		$ 85,000	$	WIT General Fund
Part-time/Adjunct	#		$	$	
			Amount	Funding Source	
B. Equipment required for program			$		
C. Tools and/or supplies required for the program			$		
D. Instructional Supplies and Materials			$9,000	WIT General Fund	
E. Facility requirements, including facility modifications and/or classroom renovations			$		
F. Technology and/or Software			$500	WIT General Fund	
G. Other *(Please identify; add lines as required)*					
Total for Implementation Year			$94,500		

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:			80/1,920		0
Part II. Ongoing Program Costs			First Two Years		
A. Faculty			Existing:	New:	Funding Source:
Full-time	#		$85,000	$85,000	WIT General Fund
Part-time	#		$	$	
			Amount	Funding Source	
B. Equipment required for program			$		
C. Tools and/or supplies required for the program			$		
D. Instructional Supplies and Materials			$ 9,000		
E. Facility requirements, including facility modifications and/or classroom renovations			$		
F. Technology and/or Software			$ 500		
G. Other *(Please identify; add lines as required)*					
Total for Program Sustainability			$179,500		

KBOR Fiscal Summary for Proposed Academic Programs

Please indicate any additional support and/or funding for the proposed program:

The biggest cost for the program is staff. Washburn University Institute of Technology has had conversations with Washburn University Department of Education as they recently phased out their Early Childhood Associate and Bachelors degrees. There is a possibility that we could work together to create a cost sharing model when it comes times to add a second instructor. As we offer opportunities for students to continue on past our institution in to Bachelor's degree programs, if they choose, this collaboration could prove very valuable.

Submit the completed application and supporting documents to the following:

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

KBOR Excel in CTE Fee Summary for Proposed Academic Programs

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:	Washburn University Institute of Technology
Program Title:	Early Childhood Education
Program CIP Code:	19.0709

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

Fee	Short Description	Amount
CPR/First Aid	Certification in CPR/First Aid	$ 53.00
Uniforms	Two uniforms/smocks	$ 70.00
Textbook	Cengage Unlimited (online learning platform plus hardcopy textbooks)	$ 185.00

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

Course ID	Short Description	Amount

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

Item	Short Description	Estimated Amount

Carl D. Perkins Funding
Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

Name of Institution	Washburn University Institute of Technology
Name, title, phone, and email of person submitting the Perkins Eligibility application *(contact person for the approval process)*	Dr. Mike Strohschein Dean mike.strohschein@washburn.edu
Name, title, phone, and email of the Perkins Coordinator	Marie Hall Grants Facilitator 785-670-3327 marie.hall@washburn.edu
Program Name	Early Childhood Education
Program CIP Code	19.0709
Educational award levels <u>and</u> credit hours for the proposed request(s)	Cert A: 24 Cert C: 48
Number of concentrators for the educational level	40
Does the program meet program alignment?	N/A
How does the needs assessment address the occupation and the program *(provide page number/section number from the CLNA and describe the need for the program)*	The Perkins Regional Needs Assessment for the Topeka region identifies 19.0709 Early Childhood Professional as a pathway/program with too few concentrators for the job openings. Specific data includes (Page 15): 22 Concentrators, 294 Annual Openings Annual Wage: $22,229 SOC Codes: 39-9011 Childcare Workers/Nannies (294 Openings, $22,229) *From CLNA Section Q1, Page 12*
Justification for conditional approval: *(how will Perkins funds will be used to develop/improve the program)*	Perkins funds will be used to update curriculum and equipment needed to provide high quality education and training as we revise and expand the program.
Pursuant to Americans with Disabilities Act, the proposed program will be offered in a location or format is fully accessible, according to applicable ADA laws? *(Contact Board staff for technical assistance if there are questions regarding accessibility)*	Yes

Carl D. Perkins Funding
Eligibility Request Form

Strengthening Career and Technical Education for the 21ˢᵗ Century Act

CA-1c Form (2022)

Signature of College Official _____ Date 11-9-22

Signature of KBOR Official _____ Date _____

Kansas Promise
Eligibility Request Form

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.

<u>Program Eligibility</u>
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 <u>K.S.A. 2021 Supp. 74-32,272</u>:
      - 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	Washburn University Institute of Technology
Name, title, and email of person responsible for Academic program	Dr. Mike Strohschein Dean mike.strohschein@washburn.edu
Name, title, and email of Financial Aid contact	April Sidesinger Assistant Director Financial Aid April.sidesinger@washburn.edu

Kansas Promise
Eligibility Request Form

CA-1d Form (2022)

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

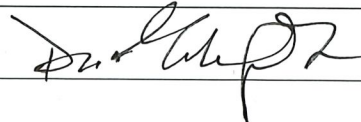| Mental and Physical Healthcare				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date

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

Early Childhood Education and Development				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date
19.0709	Early Childhood Education	High Demand	Certificate	AY23

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

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

Signature of College Official _____ Date _1/- 9-22_

Signature of KBOR Official _____ Date _____

Special Note to Kansas Independent Colleges:
Please carbon copy the KICA contact below when submitting this application to the Kansas Board of Regent office:
    Matt Lindsey, President KICA
    matt@kscolleges.org

Last updated: 8/17/2022