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. Gerald (Gary) Bayens, Dean 785.670.3321 Gerald.bayens@washburn.edu
Identify the person responsible for oversight of the proposed program	Chaz Havens, Director Washburn Tech East Campus
Title of proposed program	Logistics and Production Technology
Proposed suggested Classification of Instructional Program (CIP) Code	15.0613 Manufacturing Technology/Technician
CIP code description	A program that prepares individuals to apply basic engineering principles and technical skills to the identification and resolution of production problems in the manufacture of products. Includes instruction in machine operations, production line operations, engineering analysis, systems analysis, instrumentation, physical controls, automation, computer-aided manufacturing (CAM), manufacturing planning, quality control, and informational infrastructure.
Standard Occupation Code (SOC) associated to the proposed program	17-3026 Engineering Industrial Technician
SOC description	Apply engineering theory and principles to problems of industrial layout or manufacturing production, usually under the direction of engineering staff. May perform time and motion studies on worker operations in a variety of industries for purposes such as establishing standard production rates or improving efficiency.
Number of credits for the degree and all certificates requested	17
Proposed Date of Initiation	August 2020
Specialty program accrediting agency	Manufacturing Skills Standards Council
Industry certification	Certificate in Safety Certificate in Quality Practices & Measurement Certificate in Manufacturing Production & Processes Certificate in Maintenance Awareness Certified Production Technician

	Certificate in Logistics Associate Certified Logistics Technician

Signature of College Official G. T. Bayens Date 4/22/20

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

- Provide a complete catalog description (including program objectives) for the proposed program.
- List and describe the admission and graduation requirements for the proposed program.

Background:
Several new major employers will be moving into the Topeka area in the next few years. To prepare for this increased demand for employees, Washburn Tech has created this new program (Logistics and Production Technology) by combining two existing stand-alone programs: the Certified Production Technician program (12 credit hours) and Certified Logistics Technician programs (5 credit hours). By combining these two programs into one, 17-credit hour Cert A program, students will now have a financial-aid eligible pathway for entry-level work immediately upon program completion. Students may also choose to pursue further education in the Advanced Systems Technology program. Once the Logistics and Production Technology program is approved, Washburn Tech plans to eliminate the two existing stand-alone programs (Certified Production Tech and Certified Logistics Tech).

CATALOG DESCRIPTION:

The Logistics and Production Technology program offers coursework and hands-on experiences leading to careers in logistics and manufacturing. The program focuses on introductory concepts such as safety, quality practices, manufacturing processes, production, maintenance training, supply chain logistics, and forklift operations. The logistics and production programs were developed and certified by the Manufacturing Skills Standards Council.

PROGRAM OBJECTIVES:

A. Apply safe and productive practices in the workplace
B. Utilize quality control practices to meet production standards
C. Implement manufacturing processes and production methods.
D. Demonstrate cooperative teamwork skills
E. Demonstrate hands-on skills in electronic, electrical, fluid power and mechanical systems.
F. Use credentials to begin strong career pathways in manufacturing.

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. Applicants who have alternative tests scores such as WorkKeys, ACT, CASAS, ASSET, SAT, PSAT, TABE and COMPASS or Bachelors or Associates degrees should consult with a recruiter or advisor to determine if they are qualified for their chosen technical program.

Accuplacer Scores for LPT 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 Tech 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 Washburn Tech, an official transcript from the institution must be received within two weeks of Washburn Tech's last final examination date of the graduating semester to have the degree conferred in the same semester. Washburn Tech 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

- Using the Kansas Department of Labor's Long Term Occupational Outlook, (https://klic.dol.ks.gov) identify employment trends and projections: occupational growth, occupational replacement rates, estimated annual median wages, and typical education level needed for entry.

- Show demand from the local community. Provide letters of support from at least three potential employers, which state the specific type of support they will provide to the proposed program.
- 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.

KANSAS DEPT OF LABOR LONG TERM OCCUPATIONAL OUTLOOK

All data come from the website: https://klic.dol.ks.gov

Occupational Growth
For industrial engineering technicians, the occupational growth is projected to be stable with low demand.

Occupational Replacement Rates
For industrial engineering technicians, there are 2 current openings, and 12 projected openings.

Estimated Annual Median Wages
For industrial engineering technicians, the estimated annual median wages are $49,440.

Typical Education Level Needed for Entry
For industrial engineering technicians, the typical education needed at the entry level is follows: a high school diploma (41.13%); associate degree (6.38%); bachelor's degree (49.65%).

LOCAL DEMAND
Letters of support (attached)
Local employers have hosted students in our existing Certified Technician Program for site tours, and have expressed interest in not only providing tours but also guaranteeing an interview with students who complete the Logistics and Production program. Further, employers have asked if apprenticeships would be considered as part of the program, and seek involvement in serving on the advisory board to help develop the curriculum as needs change in the future.

PARTNERSHIPS
Washburn Tech works closely with business and industry entities in Topeka and Shawnee County, specifically in partnership with the GO TOPEKA organization.
In preparation for launching the Logistics and Production Technology program, Washburn Tech and GO TOPEKA brought together representatives from local industries such as Hill's, Mars, Frito-Lay, Smuckers, Reser's, and Goodyear to develop an advisory board that would oversee the new program. We also expect to develop partnerships with new employers who will soon be entering the Topeka community (i.e. WalMart distribution center).

Duplication of Existing Programs

- Identify similar programs in the state based on CIP code, title, and/or content. For each similar program provide the most recent K-TIP data: name of institution, program title, number of declared majors, number of program graduates, number of graduates exiting the system and employed, and annual median wage for graduates existing the system and employed.
- Was collaboration with similar programs pursued:
    - Please explain the collaboration attempt or rationale for why collaboration was not a viable option.

K-TIP DATA

A review of the data provided by K-TIP shows that a total of seven colleges in the state of Kansas offer programs similar to Manufacturing Engineering Technology. Three of those programs are considered short-term programs, and are offered by Washburn Tech, Barton Community College, and Garden City Community College.

	Academic Year 2018		
	Washburn Tech	**Barton Community College**	**Garden City Community College**
Program Title	Manufacturing Engineering Technology / Technician	Manufacturing Engineering Technology / Technician	Manufacturing Engineering Technology / Technician
# of Declared Majors	149	5	24
# of Program Graduates	57	^	24
# of Graduates Exiting the System & Employed	55	^	21
Annual Median Wage for Graduates Exiting the System & Employed	$11,003	NR	$53,083
	Short-Term Program	**Short-Term Program**	**Short-Term Program**

Other schools offer longer programs, or associate degrees associated with the Manufacturing Engineering Technology program, as seen in the table below:

	Academic Year 2018			
	Butler Community College	**Flint Hills Technical College**	**Garden City Community College**	**Hutchinson Community College**
Program Title	Manufacturing Engineering Technology / Technician	Manufacturing Engineering Technology / Technician	Manufacturing Engineering Technology / Technician	Manufacturing Engineering Technology / Technician
# of Declared Majors	13	17	7	35
# of Program Graduates	^	5	^	^

# of Graduates Exiting the System & Employed	^	^	^	^
Annual Median Wage for Graduates Exiting the System & Employed	^	^	NR	^

COLLABORATION:
Washburn Tech has not yet reached out to other institutions for collaboration, but as circumstances arise that prove to be mutually beneficial, we will certainly pursue collaboration with other institutions.

Program Information

- List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program.
- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.
- Provide a Program of Study/Degree Plan for the proposed program including a semester-by-semester outline that delineates required and elective courses and notes each program exit point.
- List any pertinent program accreditation available:
    - Provide a rationale for seeking or not seek said accreditation
    - If seeking accreditation, also describe the plan to achieve it

COURSES IN PROGRAM

IND105 OSHA-10 Hour General Industry Certification (1 credits)
Through a variety of classroom and/or lab learning and assessment activities, students in this course will: explain job/site safety and precautions for job/site hazards; Determine the uses of personal protective equipment (PPE); Identify the safety equipment and procedures related to safe work practices and environment; Identify fire prevention and protection techniques; Explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDS). Requires 10 hours.

LPT121 Safety in Manufacturing Production (3 credits)
It is important to be safe while you work. This course provides you with an overview of the Occupational Safety and Health Administration General Industry Designated Training Topics. The course is intended to provide entry level general industry workers a broad awareness on recognizing and preventing hazards in a general industrial setting. The training covers a variety of safety and health hazards which a worker may encounter at a general industry site.

LPT122 Quality Practices and Measurement (3 credits)
In order to meet a customer's needs, quality consistent product must be produced. This is accomplished through the knowledge of the equipment operator. Each machine operator determines both the quality and quantity of production from his/her equipment. In this course you will learn basic Quality Practices and Measurements that will enable you to produce high quality products.

LPT123 Manufacturing Processes and Production (3 credits)

Upon successful completion of this course, the student should be able to identify the job skills necessary to have a successful career. Topics include listening skills, oral communication, human relations, decision making/problem solving, how to work as a team, and resource management.

LPT124 Maintenance Training (3 credits)
Preventive maintenance and production housekeeping are very important aspects of equipment operation. In this course the student will learn how to monitor production equipment for both routine and preventive maintenance.

LPT125 Certified Logistics Associate (2 credits)
A foundational level course to prepare students with the broad knowledge needed to understand the logistics of global supply chain in the world of production. Related competencies apply to logistics environment safety, safety in operating equipment to move goods and materials to and from the work site, warehouse and distribution centers and workplace communication. This course requires, approximately 35 hours.

LPT126 Certified Logistics Technician (2 credits)
Mid-Level technical knowledge needed to understand the world of supply chain logistics and related core competencies. Learning materials competencies the application of logistics in product receiving, product storage, order processing, packaging and shipment, inventory control, safe handling of hazardous materials, evaluation of transportation modes, customs and dispatch and tracking operations. This course requires, approximately 35 hours.

MULTIPLE CURRICULA
n/a

PROGRAM OF STUDY/DEGREE PLAN
This program will be offered as a part-day, full-semester option consisting of 270 contact hours. This ensures adequate time for lecture instruction (17 credit hours @ 15 contact hours=255 contact hours) plus 15 contact hours of hands-on experience such as plant tours and forklift operations.

Course ID	***Course Name***	***Credits***
IND105	OSHA-10	1
LPT121	Safety in Manufacturing Production	3
LPT122	Quality Practices & Measurement	3
LPT123	Manufacturing Processes & Production	3
LPT124	Maintenance Training	3
LPT125	Certified Logistics Associate	2
LPT126	Certified Logistics Technician	2
	TOTAL CREDITS	***17***

PROGRAM ACCREDITATION
This program is certified by the Manufacturing Skills Standards Council (MSSC).
Washburn Tech is accredited by the Higher Learning Commission.

Faculty

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

FACULTY QUALIFICATIONS/CERTIFICATIONS REQUIRED
Technical instructors who are teaching courses within a technical program that leads to a KBOR-recognized certificate shall have:

(1) Bachelor's degree with 48 credits in the subject areas related to their teaching field.

OR

(2) At least a high school diploma or equivalent, a valid industry-recognized credential (if available), and a minimum of 4,000 hours of work experience in the specific or related technical field.

When course instructors are employed based on tested field experience, professional experience (work/clinical experience) is defined by the specialized accreditation organization. For programs without specialized accreditation, tested field experience is defined by the individual program but can be no less than a minimum of three years full-time work or employment in the field directly related to the area of instruction. In some specialized courses, a specialty license may be substituted for the experience requirement. Justification submitted for professional experience equivalence must include how the course instructor meets or exceeds the academic requirements for the course(s) to be taught. Exceptions to the academic credential must always be approved in writing by the academic dean and the Vice President for Academic Affairs before the individual will be allowed to teach at Washburn Institute of Technology.

According to the Manufacturing Skills Standards Council, an instructor must be trained to teach both components – the Certified Production Technician curriculum and the Certified Logistics Technician curriculum. The MSSC provides instructor training and certification, and lists certified instructors on their webpage.

Cost and Funding for Proposed Program

- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation, etc.).
- Provide detail on **CA-1a form.**
- 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.

BUDGET NARRATIVE
Anticipated expenses to start the program include purchase of the Skill Boss trainer/simulator and Carpentry associated tools, classroom copies of textbooks, fees for establishing the proctored test site, training costs to certify the instructor, and various safety posters for the classroom. Washburn Tech has submitted a JIIST (Jobs and Industry Innovative Industry Skills) grant sponsored by the Kansas Department of Commerce to obtain assistance with these start-up expenses. Due to the grant deadline, we anticipate hearing a response after this program proposal has worked its way through the approval

process. If this grant application is not funded, Washburn Tech will re-arrange the budget and seek existing funds.

The facility housing the LPT program (Washburn Tech East campus) was recently renovated as a result of the partnership with Washburn Tech, GO TOPEKA, and several other community organizations in the city of Topeka. The East Campus is designed to house programs that help residents in the east-side of Topeka, which is an area with disproportionate demographics of special populations (low literacy, low education, low income).

In our current Certified Production Technician program, (a stand-alone program approved by KBOR) offered at Fort Riley's Heroes MAKE America program for soldiers transitioning into civilian life, students are using GI Bills and other federal funding to offset the cost of the program. The fees associated with ebook access and certification examinations are included as student fees in that program. The director of the program (an employee of the Manufacturing Association that sponsors Heroes Make America) is excited about the opportunity to expand the CPT program into the proposed LPT program. If the LPT program is approved, we will make the transition to eliminate the current CPT program in favor of the new LPT program.

Actual expenses are included in the CA1a form (attached).

GRANTS/OUTSIDE FUNDING for START-UP
Washburn Tech is applying for a JIIST (Jobs and Industry Innovative Skill Training) grant to help with start-up expenses. The JIIST grant is sponsored by the Kansas Department of Commerce. The application deadline is April 30, and so a decision on that funding will be available after this program submission moves through the TEA/KBOR approval process.

Program Review and Assessment

- Describe the institution's program review cycle.

PROGRAM REVIEW CYCLE

The Program Review committee works under the direction of the Director of Curriculum and Assessment, reporting to the Assistance Dean/Director of Technical Education. All credit-bearing Washburn Tech technical education programs are included in a six-year program review rotation.

	Oct	Nov	Feb	Mar	Apr
Year 1	Carpentry	Comm/Heavy Const.	Climate/Energy	Electrical	Emer. Comm.
Year 2	C.M.A.	H.H.A.	C.N.A.	EMT	Phlebotomy
Year 3	Graphics Tech	IST	All Office programs	Culinary	Cosmetology
Year 4	Welding Fast Track & Fab	Auto Tech	Auto Collision	Diesel Tech	Diesel Loco
Year 5	MTT	MTT Fast Track	Early Childhood	LPN	Surg/Tech
Year 6	AST	Welding (Cert C)	Tech Drafting	Cabinet/Millwork	CPT/LPT

Washburn Tech has adopted ACTE's ***Quality CTE Program of Study Framework (QF)*** as a basis for conducting program review. The QF includes the following domains:

1. Standards-aligned and Integrated Curriculum
2. Sequencing and Articulation
3. Student Assessment
4. Prepared and Effective Program Staff

5. Engaging Instruction
6. Access and Equity
7. Facilities, Equipment, Technology and Materials
8. Business and Community Partnerships
9. Student Career Development
10. Career and Technical Student Organizations (CTSOs)
11. Work-based Learning
12. Data and Program Improvement

Program Approval at the Institution Level

- Provide copies of the minutes at which the new program was approved from the following groups:
    - Program Advisory Committee
      (including a list of the business and industry members)
    - Curriculum Committee
    - Governing Board
      (including a list of all Board members and indicate those in attendance at the approval meeting)

PROGRAM ADVISORY COMMITTEE (supporting letters attached)

CURRICULUM COMMITTEE (minutes attached)

GOVERNING BOARD (Washburn University Board of Regents – letter attached)

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 (2018)

Institution: Washburn University Institute of Technology
Proposed Program: Logistics and Production Technician

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:		75 / 1275 credit hours		0/0
Part II. Initial Budget		Implementation Year		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#1	$49,248	$	General Fund
Part-time/Adjunct	#0	$	$	
		Amount		Funding Source
B. Equipment required for program		$18,440.00		JIIST grant application
C. Tools and/or supplies required for the program		$1,436.00		JIIST grant application
D. Instructional Supplies and Materials (*classroom copies of textbooks*)		$300		General Fund
E. Facility requirements, including facility modifications and/or classroom renovations		$0		
F. Technology and/or Software		$0		
G. Other: *NOCTI-- one time fee to certify testing site*		$500		General Fund
H. CPT registration *($60 per student once for the program)*		$4,500		This is an allowable Student Fee
I. CPT assessment tests *($180 per student – four courses at $45 per course per student)*		$13,500		This is an allowable Student Fee
J. CLA/CLT registration *($60 per student once for the program)*		$4,500		This is an allowable Student Fee
K. CLA/CLT assessment tests *($90 per student – two course at $45 per course per student)*		$6,750		This is an allowable Student Fee
L. OSHA-10 online course access fee and certificate *($25 per student)*		$1,875		This is an allowable Student Fee
Total For Implementation Year		$101,049		

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2018)

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:		75 / 1275 credit hours		0
Part II. Ongoing Program Costs		First Two Years		
M. Faculty		Existing:	New:	Funding Source:
Full-time	#1	$49,248	$	General Fund
Part-time	#0	$	$	
		Amount	Funding Source	
N. Equipment required for program		$0		
O. Tools and/or supplies required for the program		$0		
P. Instructional Supplies and Materials		$0		
Q. Facility requirements, including facility modifications and/or classroom renovations		$0		
R. Technology and/or Software		$0		
S. Other:				
T. CPT registration *($60 per student once for the program)*		$4,500	This is an allowable Student Fee	
U. CPT assessment tests *($180 per student – four courses at $45 per course per student)*		$13,500	This is an allowable Student Fee	
V. CLA/CLT registration *($60 per student once for the program)*		$4,500	This is an allowable Student Fee	
W. CLA/CLT assessment tests *($90 per student – two course at $45 per course per student)*		$6,750	This is an allowable Student Fee	
X. OSHA-10 online course access fee and certificate *($25 per student)*		$1,875	This is an allowable Student Fee	
Total For Program Sustainability		$80,373 per year		

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2018)

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

Washburn Tech has applied for JIIST grant (Jobs and Industry Innovative Industry Skills) grant sponsored by the Kansas Department of Commerce deadline --April 30, 2020) and a decision will be delivered after this application packet has been submitted to KBOR for program approval. If this grant application is not funded, Washburn Tech will re-arrange its budget and seek existing funds to purchase the SkillBoss equipment.

Submit the completed application and supporting documents to the following:

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

KBOR Excel in CTE Fee Summary for Proposed Academic Programs

CA-1b Form (2020)

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

Program Title:	Logistics and Production Technology (Washburn Tech)
Program CIP Code:	15.0613

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

Program Fee	***Short Description***	***Amount***
Graduation Fee	Fee to cover costs of cap, gown, tassel, certificate cover and costs of graduation ceremony	$50

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 Fee	***Short Description***	***Amount***
IND105	OSHA-10 online access fee and certfiicate	$25
LPT121	ebook access (fees set by MSSC)	$60
LPT121	certification exams (fees set by MSSC)	$45
LPT122	ebook access (fees set by MSSC)	$60
LPT122	certification exams (fees set by MSSC)	$45
LPT123	ebook access (fees set by MSSC)	$60
LPT123	certification exams (fees set by MSSC)	$45
LPT124	ebook access (fees set by MSSC)	$60
LPT124	certification exams (fees set by MSSC)	$45
LPT125	ebook access (fees set by MSSC)	$60
LPT125	certification exams (fees set by MSSC)	$45
LPT126	ebook access (fees set by MSSC)	$60
LPT126	certification exams (fees set by MSSC)	$45

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***
transcript	fee to process and send official transcript upon request	$5

Carl D. Perkins Funding
Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2020)

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

Program Eligibility

An "eligible recipient" is an eligible institution or consortium of eligible institutions qualified to receive a Perkins allocation.

An "eligible institution" is an institution of higher education that offers CTE programs and will use Perkins funds in support of CTE coursework that leads to technical skill proficiency or a recognized postsecondary credential, including an industry-recognized credential, a certificate, or an associate degree, which does not include a baccalaureate degree.

Any program receiving Perkins funds must be designated as a technical program by KBOR. Definition of a technical program may be found in state statute K.S.A. 72-1802. Criteria adopted by the Board of Regents may be found in their February 20, 2019 meeting packet.

Program Levels:

Educational Award Level	Credit Hours
SAPP	0-15
Certificate A	16-29
Certificate B	30-44
Certificate C	45-59
Associate of Applied Science	60-69

Stand-Alone Parent Programs (SAPPs) must meet the following criteria:

- Minimum of 8 credit hours
- Minimum of 80% tiered credit hours
- Maintain an average of 6 concentrators over the most recent consecutive 2-year period

Certificates and Associate of Applied Science degrees must meet the following criteria:

- Minimum of 51% tiered credit hours
- Maintain an average of 6 concentrators over the most recent consecutive 2-year period
- Comply with Program Alignment – *if applicable*

Carl D. Perkins Funding
Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2020)

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. Gerald (Gary) Bayens, Dean 785.670.3321 Gerald.bayens@washburn.edu
Name, title, phone, and email of the Perkins Coordinator	Chaz Havens, Director Washburn Tech East Campus
Program Name	Logistics and Production Technology
Program CIP Code	15.0613 Manufacturing Technology/Technician
Educational award levels and credit hours for the proposed request	Certificate A 17 credit hours
Percentage of tiered credit hours for the educational level of this request	100%
Number of concentrators for the educational level	N/a (new program – anticipate 75 students per academic year)
Does the program meet program alignment?	n/a
Justification for conditional approval: *(this section must reference information found within the Local Needs Assessment)*	The Local Needs Assessment labor market data for Region II projects 5 openings for Certified Production Technicians (CPT) (*Source: Department of Labor 2016-2026 Long Term Occupational Projection Data*). Meanwhile, the 2019 Kansas Economic Report projects that the manufacturing industry is expected to add at least 500 jobs in Northeast Kansas in the short-term and 950 jobs are expected to be added in goods-producing industries in the long-term (2016-2026). The Logistics and Production Technology (LPT) program trains students in CPT as well as Supply Technology (CLA) and Logistics Technology (CLT). The additional coursework and certifications are designed to prepare students for the manufacturing jobs available in Northeast Kansas.

Carl D. Perkins Funding
Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2020)

Signature of College Official G. J. Bayens Date 4/22/2020

Signature of KBOR Official _____ Date _____

April 17, 2020

Chaz Havens, Director
Washburn Tech East
2014 SE Washington St
Topeka, KS 66607

Dear Mr. Havens:

Thank you for your efforts to work with our community and employers and develop the new program "Logistics and Production Technology (LPT)." We see the benefits for our manufacturing and distribution businesses in Topeka and Shawnee County in a modular and hands-on training type of program, particularly with the foundational technical competencies of supply chain logistics and material handling and production that will qualify and prepare our residents for in-demand, higher wage and higher skilled jobs in the manufacturing and distribution industries.

With the creation of the LPT program, Washburn Tech East will be providing a better qualified and ready pool of talent to support the increase in the number of workers that our employers have had and continue to have, even during the current crisis. Most if not all of Shawnee County's manufacturing plants and distribution facilities are critical infrastructure organizations and have continued to see growth and expansion, prior to and during the crisis. As a community leader in economic development, GO Topeka recognizes the critical need for Washburn Tech to begin this new program in support of our manufacturing and distribution industry sectors to support their continued growth and talent needs.

We are happy to serve on the program advisory committee for the LPT program, provide guest speaking that would support program needs and support Washburn Tech in aligning them with businesses that will benefit from the LPT program. Thank you again for your continued work to support our businesses and in turn our residents with training that provides for living wage job opportunities in our community.

Respectfully,

Barbara W. Stapleton
Vice President of Business Retention & Talent Initiatives

C: 785.224.3241
barbara.stapleton@topekapartnership.com

April 4, 2020

Chaz Havens
Director of Washburn Tech East
2014 SE Washington Street
Topeka, KS 66607

Dear Chaz,

Reser's Fine Foods is pleased to support the development of a "Logistics and Production Technology (LPT)" program at Washburn Tech.

As you know, Reser's is constantly seeking qualified workers for our five food manufacturing plants in Topeka. As unemployment has been quite low, it continues to be a task to find qualified candidates for some of our skilled positions. The development of this course will be helpful in identifying, interviewing and hiring the skilled workers that attend this program.

In addition to our willingness to serve on the Advisory Committee, we are excited about the opportunity to provide maintenance and production internship opportunities in our plants.

Thanks so much. We look forward to this valuable new program and your continued success.

Sincerely,

Belinda Roberts

Belinda Roberts
Recruiting Manager
Reser's Fine Foods

Since 1897

To Whom it May Concern,

The J.M. Smucker Company has had the opportunity to work with the "Heroes MAKE America" program stationed out of Fort Riley, KS. This program is exceptional and has allowed us to find qualified candidates for several of our Technician roles at our Topeka, KS Manufacturing Plant.

The success we have had with the "Heroes MAKE America" program solidifies our desire to incorporate the use of the "Logistics and Production Technology" program into our recruiting practices. Having the "Logistics and Production Technology" program available to us in the local Topeka area will be extremely helpful in sourcing candidates who have key manufacturing skillsets we desire for our Technicians.

Although difficult to put a number on how many technicians we will need, based on historical data, the Topeka Plant can hire anywhere from 60-90 technicians on a yearly basis. The "Logistics and Production Technology" program would significantly improve our candidate pool to fill these openings.

In order to show our support for this program, the J.M. Smucker Plant in Topeka, KS would be willing to serve on the program Advisory Committee, supply equipment or supplies when able, and guest speak in the classroom.

This program will train local residents to have the manufacturing skills that our local manufacturers need, not just The J.M. Smucker Company. We encourage you to move forward with this program as it will help both the local residents and manufacturers become more successful.

Thank you,

JAIME HENRY
Associate Manager, Human Resources
The J.M. Smucker Company I 785-338-5772

Washburn Tech
5724 SW Huntoon
Topeka, KS 66604
April 23, 2020

To Whom it May Concern:

Mars is pleased to support the Logistics and Production Technology (LPT) course at Washburn Tech. It is our intention to support the LPT course and its program launch at the start of the new school year, August 2020.

Mars plans to support LPT program by being an active member of the LPT Advisory Committee to help improve the class to fit the needs of the manufacturers. We will also send a Mars associate to guest speak in the classroom. Discussing career opportunities, what we are looking for in Mars Production Associates, and what opportunities this program can lead to. We have hired people who have completed a similar course and will entertain graduates for potential job openings based on our hiring needs.

We can also give tours to help give the students a firsthand view on how equipment works in a manufacturing environment and what their responsibilities would be.

The course will be a great asset to the community to help drive capability in manufacturing throughout Topeka and we know that Washburn Tech is the right place. With a growing need of skilled personnel throughout all of manufacturing, this course will be a starting point to help deliver quality production Associates to the manufacturing workforce of Topeka.

Mars plans to collaborate with Washburn Tech on course improvements after the rollout of the LPT in the fall and we hope to be a voice in collaboration with Washburn Tech to foster improvements to drive more manufacturing into the course. We are motivated and willing to bring fresh new ideas to Washburn Tech in the spirit of continuous improvement.

Sincerely,

Louis Hemmelgarn
Interim Site Director
Technical Manager
M&Ms Value Stream Manager

Mars Wrigley

Curriculum Meeting
March 26th, 2020
Zoom Meeting

Present: April Sidesinger, Chaz Havens, John Lemon, Ali Setayesh, Nicole Wade, Jennifer Ewing, Lisa Blair, Alan Beam

Guest: Brianna Ford

This meeting was held through Zoom due to the Coronavirus

Agenda Item

I. Adoption of February Minutes (see page 2 – 30)

   a. Moved to approve – Chaz made motion to approve, Ali second motion. 8 -0

II. Changes in agenda
   a. None

III. New Business

   a. Phlebotomy (see page 31 – 39)

Dr. Ford presented the need for change in the Phlebotomy

IV. Action Items

   a. Change in Phlebotomy
   b. Approval of BAS …
      i. Ali motion for approval
      ii. John second the motion
      iii. 8 - 0
   c. Approval of Logistic Production Technician Ali, Steve, all
      i. Ali motion for approval
      ii. Steve second the motion
      iii. 8 - 0

V. Next Meeting – April 1st 3:00 pm

Curriculum Meeting
February 25th, 2020
AE 156

Present: Michael C, John L, Alan B, Chaz H, Louise W, Luci Z, Russell H, April S, Nicole W, Steve G, Jennifer E

Guest:

Agenda Item

VI. Adoption of January Minutes (see page 2)

a. Moved to approve – John moved, Chaz second – All approved

VII. Changes in agenda
a.

VIII. New Business

a. BAS
   i. Currently, the grad plan for BAS shows CEC201, but last year Climate and Energy dropped CEC201 from its grade plan and replaced it with CEC202.
   ii. We need to adopt the same change within BAS
   iii. Alan presented last year we made a change in the HVAC program by dropping CEC 201, but we failed to make that change in the BAS program. Since we no longer offer CEC201, we need to make the change to BAS by replacing it with CEC202. We would vote on this next month.

b. New Program – Logistics & Production **Technology**
   i. Grad Plan - Page 3
   ii. Enclosed material in the email
   iii. Alan presented a new program that will be introduced in August at Washburn Tech East. The program will include our CPT courses (program currently offered at Fort Riley), OSHA 10, CLT, and CLA. It will be a ½ day program that will run a semester-long.
      1. Chaz provided more insight into the program.
      2. Louise pointed out that we already have courses CLT101 and CLT104. She also pointed out the syllabus presented still lists WorkKeys and a change needs to be made to Accuplacer Placer. Chaz will work with Christy Spena (instructor) to make that change.
      3. Lisa reported that there is thought of taking this same program out to Fort Riley.

4. April informed the group that if we made a change in Fort Riley, we would need to do the paperwork to get it financial aid and VA supported again for Fort Riley since this would be a new program for them.

c. General Information
   i. DT and HDCT Grad Plan (see page 4)
      1. No change in course or competencies at this time
      2. Just change the order of courses
      3. Require all students to enter the program taking DT 1
   ii. Alan presented the realignment of the Diesel grad plan. No changes in the actual course only that all students now have to begin in DT1. He also reported that some returning students who have not taken DT1 might take this summer.
   iii. April pointed out that students who will be taking summer courses could have financial aid issues. Steve will meet with Morgan and April to double-check the students to make sure they don't have any issues.

IX. Action Items

a. None

X. Next Meeting – March 24th, 2020 at 3:15 p.m.
   a. Possible discussion items
      i. Change in Phlebotomy
      ii. Approval of BAS
      iii. Approval of Logistics & Production Technology
   b. John motion and Chaz second to adjourn.. All in favor

Washburn Tech: Logistics and Production Technician Program Proposal Meeting Minutes

Minutes taken by: Santippica "Tippi" Killingsworth, Administrative Specialist (WTE)

April 14, 2020 2:00 PM Zoom Meeting

Attendees:

- GO Topeka
  - Barbara Stapleton

- Washburn Institute of Technology/Washburn Tech East
  - Dr. Gary Bayens
  - Dr. Lisa Blair
  - Chaz Havens
  - Alan Beam
  - Tim Clothier
  - Lori Hutchinson
  - Luci Zieman
  - Marie Hall
  - Christy Spena

- Mars
  - Louis Hemmelgarn
  - Matt Callison
  - Kristi Rockey

- Hill's Pet Nutrition
  - John Mayfield
  - Alejandro Gomez

- Reser's Fine Foods
  - Belinda Roberts
  - Jeff Russell

- JM Smucker's
  - Jaimie Henry
  - Luke Livingston

INTRODUCTIONS: Barbara Stapleton, GO Topeka, introduced all of the attendees in the meeting.

WELCOME and OVERVIEW: Dr. Gary Bayens began by thanking everyone for attending. He introduced the proposal of the Logistics and Productions Technician (LPT) Program.

Chaz Havens: the creation of this program is to close the gap we have between manufacturer's needs and available workforce. The program will be one-semester long and it will be offered half-day.

Christy Spena: has been certified as instructor for the program by Manufacturing Skills Standard Council (MSSC); trained as a Certified Production Technician (CPT); is awaiting certification exam for Certified Logistics Technician (CLT) and Certified Supply Technician (CLA).

Christy presented program details via PowerPoint presentation.

Chaz Havens: showed video of SKILL BOSS, which will be part of the hands-on training. Chaz reviewed the overarching goals of the program, which is to create competency, motivation, and commitment for entry-level workers. He also mentions that this program could be a gateway to other programs such as AST.

Q and A:

Matt (Mars): asks how the course is divided with logistics and production.

Chaz and Christy: Logistics is 4 credit hours and Production is 12 credit hours.

Alejandro (Hills): Asks about the cost of the program.

Chaz: Approximately $3,800. To cover tuition and cost of certifications and course materials

Louis (Mars): Does the program include statistical process control?

Christy Spena: yes

Louis (Mars): Does program include autonomous work teams or lean manufacturing

Christy: Lean Manufacturing is addressed in here.

John (Hills): Troubleshooting on non-dream machines

Christy: Mentions responding to trouble alarms

Barbara Stapleton reminds everyone that the program would be for entry-level with base program to be trained and worked on.

Matt (Mars): Has anyone looked into bosch-baggers?

Chaz: We are looking to our advisory committees to see what else should be covered in the program

Matt (Mars): What would be the perfect class with the troubleshooting skills, where do you see the class going?

Chaz: Program will help those get into the maintenance world, but that we should get

Alan Beam: Mentions previous meeting with AST to cover more troubleshooting, and suggests that these concerns might be able to be resolved through a different program.

Louis (Mars): Is the curriculum more hands-on or desk work?

Christy: 2/3 of the program is computer-based, 1/3 is hands-on. She'd like to see students get more hands-on experience, and would seek help from the manufacturers for tours, OJT, or apprenticeships.

Tim Clothier reiterated Barbara Stapleton's statement about the program being entry-level and then the company taking them and showing them the company way of doing things. He also asked for letters of support addressing what this kind of program could do for the community. Mentions it would be a plus if companies would give the students an interview, and classroom participation to see what manufacturing is like today which has changed from 20-30 years ago. He also mentions how Washburn Tech likes to recognize our partners properly.

Chaz: Brings up question that was in the chat regarding the enrollment requirements.

Luci Zieman: Says that prospective students would need to have a 4 in reading and a 4 in math for their entrance testing, and that they will need to submit their transcripts to enroll.

Chaz: Brings up possibly making this an Accelerating Opportunity-Kansas (AO-K) pathway at Washburn Tech East.

Dr. Gary Bayens: Says that this initiative is made for Tech East and that they are grants that would help with equipment. He mentions that he will be asking all of you to participate in advisory meetings and keep connections with the community, along with on-the-job training (OJT) here and there if possible.

Louis (Mars): Class during the semester, will it be possible for students to do an internship if it were available?

Chaz: It would work perfectly for this program, because it will be offered half-day. So, students could attend their courses, and then head to their internship after class.

Louis (Mars): Personally knew a few maintenance techs who had gone through a program with that as an option and they did really well.

Luke (Smucker's): Asks about the possibility of bundling up with apprenticeship and partnering up to help with funding.

John (Hill's): Mentions equipment needs and talks about how equipment has to change, and for Washburn Tech to let him know; donations from manufacturers to the program

John (Hill's): How much robotics is involved?

Christy Spena: SKILLS BOSS (the smaller one) includes a robotics arm.

Chaz: could add more robotics awareness/training

Jaimie (Smucker's): Mentions how Smucker's have worked together for about two to three years with Heroes Make America and that she is excited that Tech will be bringing the same opportunity to Topeka that they have in Fort Riley.

Chaz: Asks if there are any further questions. There are none.

CLOSING

Barbara Stapleton: there will be additional information such as the PowerPoint and PDFs regarding the program that she will send out to everyone.

Meeting closed.

WASHBURN UNIVERSITY

April 10, 2020

To Whom It May Concern:

On April 9, 2020, the Washburn University Board of Regents held a regularly scheduled meeting. During that meeting, they took up an item as part of their Action agenda that requested approval of a new technical education certificate program at Washburn Tech. Specifically, the item sought approval for new technical education certificate program of Logistics and Production Technician. The Regents unanimously approved that item.

As Secretary for the Board of Regents, I recorded minutes of the meeting. The minutes will not be officially available until approved by the Board at their next meeting in June. Please accept this letter as certification of the Board's approval of that program.

Sincerely,

Marc B. Fried Digitally signed by Marc B. Fried Date: 2020.04.10 15:06:59 -05'00'

Marc Fried
Secretary, Washburn University Board of Regent

1700 SW College Topeka, KS 66621 (785) 670-1010