

New Program Request Form

CA1

General Information

Institution submitting proposal	Allen Community College
Name, title, phone, and email of person submitting the application (<i>contact person for the approval process</i>)	Kara Wheeler Vice President for Academic Affairs 620-901-6306; wheeler@allencecc.edu
Identify the person responsible for oversight of the proposed program	Kara Wheeler
Title of proposed program	Machining & Manufacturing Technology
Method of program delivery (face to face, online, hybrid)	Hybrid
Proposed suggested Classification of Instructional Program (CIP) Code	48.0501
CIP code description (from nces.ed.gov/ipeds)	A program that prepares individuals to apply technical knowledge and skills to plan, manufacture, assemble, test, and repair parts, mechanisms, machines, and structures in which materials are cast, formed, shaped, molded, heat treated, cut, twisted, pressed, fused, stamped or worked.
Standard Occupation Code (SOC) associated to the proposed CIP code	51-4041.00 Machinists
SOC description (from onetonline.org)	Set up and operate a variety of machine tools to produce precision parts and instruments out of metal. Includes precision instrument makers who fabricate, modify, or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, mathematics, metal properties, layout, and machining procedures.
Number of credits for the degree <u>and</u> all certificates requested	Certificate A—17 credit hours Certificate B—32 credit hours AAS—60 credit hours
Proposed Date of Initiation	Fall 2024
Specialty program accrediting agency	
Industry-recognized certification(s) to be earned by students	NIMS Machining Level 1 CNC Milling Operations, Mill Programming Setup and Operation, and Turning Operations

Signature of College Official *Kara L. Wheeler* Date 12/18/2023

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, CA-1a form).

Institutions requesting subordinate credentials need only submit the following sections:

1) General Information, 2) Program Rationale, 3) Complete catalog descriptions (including program objectives) for the proposed program, 4) List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program, 5) List any pertinent program accreditation available (rationale for seeking or not seeking accreditation and plan to achieve accreditation), and 6) Program Approval at the Institution Level.

Program Rationale

- Provide an overall explanation and background surrounding the development of the proposed program. Include why the program is needed, where the idea to offer the program came from (including the requesting entity), number of projected enrollments, and who was involved in the development of the program.
 - Allen Community College began meeting with local industries in July 2022. The college wanted to meet to find out what the needs were of the local industries in Iola and surrounding areas. After meeting with several businesses including B&W Trailer Hitches out of Humboldt, KS, the college determined that there was a need for more CNC operators in the region. With input from B&W, the college worked on the curriculum for the Certificate A, with feedback from other employers such as Precision International on other needed skillsets to move into the higher-level certificates. B&W has offered the use of its facility for classes until such time as the college has the facilities on campus.
 - The college is projecting around 20 students per year. Since the college will be using B&W as the classroom location, they will allow employees who would like to move up into higher levels within the company to take the courses during the scheduled time. The college is looking to build its own CTE facility on campus. Allen is currently meeting with architects to design the building. We are looking to break ground in 2024.
- If the recommended program is duplicative of other programs in the area, please specifically address why the new, additional program is necessary.
 - The closest program to Allen in Machining & Manufacturing Technology is Coffeyville Community College, which is 80 miles away. There are no other programs within Southeast Kansas, and Allen is seeing a huge need for these graduates at employers in the region. Washburn Institute of Technology and WSU Tech also offer the program, but are both approximately 100 miles away, so we do not feel we are oversaturating the market for southeast Kansas.

Program Description and Requirements

- Provide a complete catalog description (including program objectives/outcomes) for the proposed program.
 - The Machine & Manufacturing Technology program prepares students for employment within the toolmaking/machining industry. Students will learn to transform raw materials into working parts and assemblies using equipment such as bench and hand tools, lathes, mills, drill presses, grinders, and CNC (computer-controlled machines).
 - Program Outcomes: Students who complete the Machine & Manufacturing Technology program will be able to:

- i. Apply industry standard safety practices and specific safety requirements for different machining operations.
 - ii. Calculate necessary tolerances to plan for the machining sequences.
 - iii. Interpret blueprint information and translate it into actionable items.
 - iv. Perform basic and advanced setup and operation of a CNC lathe & CNC mill.
 - v. Perform setup and operation of manual machines, such as band saw, lathe, mill, and drill press.
- Include any work-based learning requirements of the program, such as clinicals, internships, etc. If clinical experience is required, please identify whether sufficient clinical sites are available.
 - In collaboration with B&W Trailer Hitches, students will have the opportunity to complete training within the program at their facility in Humboldt. This may expand to other companies as the program grows and/or recruitment of graduates is sought.
- List and describe the admission and graduation requirements for the proposed program.
 - Admissions for the program will be open. Students will be expected to demonstrate understanding and mastery of skills needed for career readiness as they progress through the program coursework. A minimum grade of “C” is required on all technical coursework for successful completion of the certificates and degree.

Demand for the Program

- Using the most recent Kansas Department of Labor’s Long Term (10-year) Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections for the SOC code identified in the General Information section: annual occupational growth, estimated annual median wages, and typical education level needed for entry.
 - Labor information included should show demand in the occupation for the level of education being proposed for the program.
 - Include additional data for local and regional employer demand if available.
 - For new programs for which state-level labor data is not yet available, additional resources to demonstrate demand for the occupation being trained must be included. Job posting data (cite resource used and date of review) and projected hiring needs for employers (documented in employer letters of support) are examples of additional labor data documentation.
 - According to the Department of Labor 2020-2030 Employment Projections, Kansas Statewide will see a 1.3% growth in machinists with an annual median wage of \$46,400. In Southeast Kansas, growth will be 1.3% with an annual median wage of \$45,400. The typical education level for entry is a high school diploma or equivalent with long-term on-the-job training.
- Show demand from the local community. Provide letters of support from at least three potential employers in your region, which state the specific type of support they will provide to the proposed program. Examples of program supports may include commitments to interview graduates for job positions, providing scholarships, providing internships or other work-based learning opportunities, donation of equipment/materials, assistance with program design, serving on advisory board, etc.
 - Letters of support are provided in the Appendices.
- Provide data from the most recent Perkins Comprehensive Local Needs Assessment recommendations, demonstrating the need for the program initiation.
 - According to the Chanute Regional Needs Assessment page 5-6, Precision Machining Technology and Manufacturing programs are needed in the area, with around 2,000 annual openings identified in the Kansas Labor Market Data.

- According to the Topeka Regional Needs Assessment page 10, Machine Technology has gap with 237 annual openings, but only 37 concentrators.
- Describe/explain any business/industry partnerships specific to the proposed program.
If a formal partnership agreement exists, agreement explaining the relationship between partners and documenting support to be provided for the proposed program must be submitted to the Board office independent from the CAI materials for review purposes. The agreement will not be published or posted during the comment period.
 - The letters of support from B&W Trailer Hitches, Precision International, and Tank Connections have been provided in the appendices.

Duplication of Existing Programs

- Identify similar programs in the state based on CIP code, title, and/or content. For each similar program provide the most recent K-TIP data: name of institution, program title, number of declared majors, number of program graduates, number of graduates exiting the system and employed, and annual median wage for graduates exiting the system and employed.
 - Coffeyville Community College
 - Program Title: Machine Tool Technology/Machinist
 - Number of Declared Majors: 21
 - Number of Program Graduates: 5
 - Number of Grads Exiting and Employed: Small-cell suppressed
 - Annual median wage for graduates exited and employed: small-cell suppressed
 - Cowley Community College
 - Program Title: Machine Tool Technology/Machinist
 - Number of Declared Majors: 32
 - Number of Program Graduates: 10
 - Number of Grads Exiting and Employed: 6
 - Annual median wage for graduates exited and employed: \$42,003.00
 - Hutchinson Community College
 - Program Title: Machine Tool Technology/Machinist
 - Number of Declared Majors: 36
 - Number of Program Graduates: 12
 - Number of Grads Exiting and Employed: 9
 - Annual median wage for graduates exited and employed: \$42,997.00
 - Kansas City Kansas Community College
 - Program Title: Machine Tool Technology/Machinist
 - Number of Declared Majors: 22
 - Number of Program Graduates: 7
 - Number of Grads Exiting and Employed: 5
 - Annual median wage for graduates exited and employed: \$40,396.00
 - Salina Area Technical College
 - Program Title: Machine Tool Technology/Machinist
 - Number of Declared Majors: 14
 - Number of Program Graduates: small cell suppressed
 - Number of Grads Exiting and Employed: small-cell suppressed
 - Annual median wage for graduates exited and employed: small-cell suppressed
 - Seward County Community College
 - Program Title: Machine Tool Technology/Machinist
 - Number of Declared Majors: 70

- Number of Program Graduates: small cell suppressed
 - Number of Grads Exiting and Employed: small-cell suppressed
 - Annual median wage for graduates exited and employed: small-cell suppressed
 - Washburn Institute of Technology
 - Program Title: Machine Tool Technology/Machinist
 - Number of Declared Majors: 34
 - Number of Program Graduates: 23
 - Number of Grads Exiting and Employed: 14
 - Annual median wage for graduates exited and employed: \$39,217.00
 - Wichita State University Campus of Applied Sciences and Technology
 - Program Title: Machine Tool Technology/Machinist
 - Number of Declared Majors: 175
 - Number of Program Graduates: 67
 - Number of Grads Exiting and Employed: 44
 - Annual median wage for graduates exited and employed: \$50,277.00
- Was collaboration with similar programs pursued? Please explain the collaboration attempt, and if not pursued, rationale for why collaboration was not a viable option. (Recommend that collaboration opportunities be explored and documented with existing programs, examples include sharing best practices, recruitment and retention strategies, curriculum or equipment suggestions, working with business and industry on work-based learning opportunities, etc.)
 - Allen has reached out to both Seward Community College and Coffeyville Community College regarding job descriptions for faculty/coordinators for these types of programs and the credentials they look for when hiring these roles. Both schools have provided this information. Most of the curriculum for this program is state aligned, so the hope is to connect the hired coordinator with other program coordinators across the state when hired to ensure further collaboration on equipment, curriculum, best practices, etc.

Program Information

- If the program has undergone the alignment process at the state level, please review alignment requirements and ensure the courses, industry-recognized certifications, and accreditation requirements are met in the proposal. Listing of aligned programs can be found at: https://www.kansasregents.org/workforce_development/program-alignment
- List by prefix, number, title, and catalog description all courses (including prerequisites) to be required or elective in the proposed program.
 - Provided in the appendix.
- 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.
- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.
- List any pertinent program accreditation available:
 - Provide a rationale for seeking or not seeking said accreditation.
 - If seeking accreditation, also describe the plan to achieve it.
- If the program/coursework will be made available to high school students, provide letters of support from local high schools and/or districts that intend to participate.
 - Provided in the appendix.

Faculty

- Describe faculty qualifications and/or certifications required to teach in the proposed program.
 - Master's degree in the qualified area, a Master's degree plus 18 credit hours in the qualified area, and/or education with work/certification in the qualified area of at least 4 years.

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.).
 - Due to the partnership with B&W for space and use of equipment to begin the program, initial costs will be in hiring a Program Coordinator to lead the program through instruction and recruitment. Some instructional supplies and tools may be needed, along with software and technology needs for the program such as Canvas access and setup. This is why the budget is minimal in the first year. Going into the second year, the college hopes to have broken ground on a new CTE facility and/or acquired space to facilitate the program. Equipment will start to be purchased, but will need to be acquired slowly. The college will still work with B&W to ensure all competencies are met for students through the transition process of potentially 1-3 years. This is why the costs are much higher in the second and third years of the program as the college assumes space, equipment, supplies, etc. to run the program. The \$1 million for facility requirements would just be the wing for the machining program and is just an estimate as the college only has estimates for an entire CTE building that has not been approved by the Board of Trustees yet. Funding for the project is currently in discussion with the Board of Trustees, but will include reserve funds and donors to Allen CC.
- Provide detail on **CA-1a form**.
- Describe any grants (including requirements of the grant) or outside funding sources that will be used for the initial startup of the new program and to sustain the proposed program.
 - Perkins funding will be used partially for start-up and continued needs of the program.
- **Additional cost and funding documents to include as needed:**
 - Provide Excel in CTE fee details on the **CA-1b form** if the program will be offered to high school students and requesting approval for fees.
 - If the program is requesting Perkins funding, provide details on the **CA-1c form**.
 - If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form**.

Program Review and Assessment

- Describe the institution's program review cycle, and anticipated review timeframe for proposed program.
 - Allen is currently restructuring their Program Review cycle to a 3-year review timeframe, with an annual review of certain key performance indicators. The anticipated comprehensive review timeframe for this program will be 2027-28.

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)

An advisory board will be put together fully once the Program Director is hired. The three businesses that have offered letters of support will serve on the Advisory Board as of now.

- Curriculum Committee
- Governing Board

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

Program Proposal Submission

- Please enter proposed program into the Kansas Higher Education Data System (KHEDS)
- Please create a PDF of all documents, and submit the completed application to the following:

April Henry
Director of Workforce Development
ahenry@ksbor.org

Charmine Chambers
Associate Director for Workforce Development/Data/Finance
cchambers@ksbor.org

Machining & Manufacturing Technology

Certificate A

Course Number	Course Name	Credit Hours
IND 100	Safety/OSHA	1
IND 103	Workplace Ethics	3
MCH 105	Quality Control and Inspection	1
MCH 110	Bench Work	1
MCH 115	Metallurgy	1
MCH 120	Machine Tool Processes	1
IND 105	Print Reading	3
MCH 130	Machining I	3
MCH 135	Machining II	3
		Total = 17 hrs.

Certificate B (all courses above plus)

Course Number	Course Name	Credit Hours
MCH 140	CNC Milling I	3
MCH 145	CNC Operations	3
MCH 150	CNC Lathe	3
IND 110	Introduction to Computer Aided Drafting	3
MAT 112	Technical Mathematics	3
		Total = 32 hrs.

AAS (all courses above plus)

Course Number	Course Name	Credit Hours
MCH 200	Fundamentals of Robotics	4

MCH 205	Machining III	3
MCH 210	Machining Internship	3
IND 115	Parametric Modeling	3
COM 211	Interpersonal Communications	3
	General Education Electives	12
		Total = 60 hrs.

Course Descriptions

IND 100: Safety/OSHA:

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 Safety Data Sheets (MSDS).

IND 103: Workplace Ethics:

Students study human relations and professional development that exists in today's rapidly changing world so that they become better prepared for living and working in a complex society. Topics include human relations, job acquisition, job retention, job advancement and professional image skills.

IND 105: Print Reading:

Students will learn to identify basic lines, views and abbreviations used in blueprints, interpret basic 3D sketches using orthographic projections and blueprints, determine dimensions of features of simple parts, sketch simple parts with dimensional measurements, determine dimensions of a multi-feature part, interpret GDT symbols, frames and datums.

IND 110: Introduction to Computer Aided Design (CAD):

In this course, students learn the basics of how to digitally create 2D drawings and 3D models. Essential across all engineering disciplines, this course introduces CAD software's interface and drawing tools using open-source software.

IND 115: Parametric Modeling:

Parametric design is the most widely used modeling process in contemporary architecture and design. This course explores the techniques and tools used in parametric modeling and computational design as a foundation for design optimization.

MCH 105: Quality Control and Inspection:

Students are introduced to the science of dimensional metrology and its applications to ensure form and function of machined parts and assemblies using semi-precision and precision measuring instruments.

MCH 110: Bench Work:

Prerequisite: IND 100 (may be taken concurrently)

Students will be provided the opportunity to learn and practice bench work skills such as filing, drilling, tapping, deburring and layout for projects. They will gain valuable practical experience in the use of various hand tools by producing basic bench work projects. Topics will include safety, print reading, job planning, and quality control.

MCH 115: Metallurgy:

Students learn the metallurgical terms and definitions in an effort to understand the behavior and service of metals in industry. Characteristics during heating, cooling, shaping, forming, and the

stress related to their mechanical properties are covered, as well as the theory behind alloys, heat treatment processes and wear resistance.

MCH 120: Machine Tool Processes:

Prerequisite: IND 100

Students learn to conduct a job hazard analysis for a machine tool group, analyze blueprints to layout parts and materials, select hand tools and common machine shop mechanical hardware for specific applications, prescribe cutting tools for assigned operations, calculate stock size to minimize drop, machine parts to specifications outlined in machine handbooks, summarize preparations for machining operations, and apply precautions to minimize hazards for work with lathes, mills, drills and grinders.

MCH 130: Machining I:

Prerequisite: IND 100

Students will learn to conduct job hazard analysis for conventional mills and lathes, develop math skills for machine tool operations, perform preventive maintenance and housekeeping on conventional mills and lathes, select work holding devices for mills, lathes and other machine tools, calculate feeds and speeds, remove material using milling and turning processes, align milling head, use a vertical mill to center drill, drill and ream holes, change tools and tool holders on milling machines, and maintain saws and grinders.

MCH 135: Machining II:

Prerequisite: MCH 130

Students learn to perform basic trigonometric functions, and perform other procedures such as I.D. boring and facing operations, planning a sequence for machining operations, aligning work pieces, use work holding devices, jigs and fixtures, performing threading operations on lathes, machining keyways on a vertical mill, inspecting and dressing grinding wheels, performing O.D. & I.D. threading operations, performing O.D. & I.D. tapering operations, machining parts using milling cutters and milling machines, and tapping holes on a vertical mill.

MCH 140: CNC Milling I:

Prerequisite: IND 100

Students will gain practical experience in setting up and performing basic operations on CNC Milling machines.

MCH 145: CNC Operations:

Prerequisite: IND 100

Students will become acquainted with the history of Numerical Control (NC) and Computer Numerical Control (CNC) machines and will be introduced to a CNC machine used in the precision machining trades. They will gain practical experience in the application of "G" codes and "M" codes, writing CNC machine programs, and machine setup and operation.

MCH 150: CNC Lathe:

Prerequisite: IND 100

Students will gain practical experience in setting up and performing basic operations on CNC Lathe machines.

MCH 200: Fundamentals of Robotics:

Explores basic robotic concepts. Studies robots in typical application environments. Topics include: robot history and fundamentals, robot classification, power sources, robot applications in the workplace, robot control techniques, path control, end of arm tooling, robot operation and robot controllers, controller architecture in a system, robotic language programming, and human interface issues.

MCH 205: Machining III:

Prerequisite: MCH 135

This course introduces advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

MCH 210: Machining Internship:

Students demonstrating excellent attendance, attitude and mastery of core curriculum competencies will be given on-the-job training experience. Through the cooperation of local businesses, students are given the opportunity to apply the skills required for their future career. Class attendance is also required.

MAT 112: Technical Mathematics:

This course is designed to help students (with at least a basic math background) prepare for technical, trade, or allied health programs. This class will use examples and applications surrounding such fields as industrial and construction trades, electronics, agriculture, allied health, CAD/drafting, natural resources, and others. The course will cover basic arithmetic including the metric system and measurement, and useful applications of algebra, geometry, trigonometry, and statistics, all as they are related to technical applications, problem solving, and critical thinking.

COM 211: Interpersonal Communications: (KRSN: COM 1020)

This course is the study of interpersonal communication theories and application of effective communication techniques. By observing and analyzing communication behaviors in others, students develop an understanding of the interpersonal communication process and the role it plays in developing personal and professional relationships. Self-analysis helps students apply the necessary skills for effective interpersonal communication.

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: Allen Community College

Proposed Program: Machining & Manufacturing Technology

<u>IMPLEMENTATION COSTS</u>				
Part I. Anticipated Enrollment		Implementation Year		
Please state how many students/credit hours are expected during the initial year of the program?				
		Full-Time	Part-Time	
A. Headcount:		10	10	
Part II. Initial Budget		Implementation Year		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#1	\$	\$85,000	Perkins/Institution
Part-time/Adjunct	#	\$	\$	
		Amount	Funding Source	
B. Equipment required for program		\$0.00		
C. Tools and/or supplies required for the program		\$5,000		Institution
D. Instructional Supplies and Materials		\$5,000		Institution
E. Facility requirements, including facility modifications and/or classroom renovations		\$0.00		
F. Technology and/or Software		\$5,000		Institution
G. Other <i>(Please identify; add lines as required)</i>				
Total for Implementation Year		\$100,000		

<u>PROGRAM SUSTAINABILITY COSTS (Second and Third Years)</u>				
Part I. Program Enrollment		Second and Third Years		
Please state how many students/credit hours are expected during the first two years of the program?				
		Full-Time	Part-Time	
A. Headcount:		15	10	
Part II. Ongoing Program Costs		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#1	\$90,000	\$	Perkins/Institution
Part-time	#	\$	\$	
		Amount	Funding Source	
B. Equipment required for program		\$100,000		Perkins/Institution
C. Tools and/or supplies required for the program		\$5,000		Perkins/Institution
D. Instructional Supplies and Materials		\$2,000		Perkins/Institution
E. Facility requirements, including facility modifications and/or classroom renovations		\$1,000,000		Portion of Institution/Donors for new CTE Building
F. Technology and/or Software		\$5,000		Perkins/Institution
G. Other <i>(Please identify; add lines as required)</i>				
Total for Program Sustainability		\$1,202,000		

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

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

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.*

Institution Name:	Allen Community College
Program Title:	Machining & Manufacturing Technology
Program CIP Code:	48.0501

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

Fee	Short Description	Amount

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

Course ID	Short Description	Amount
MCH 100	Safety/OSHA 10 certification costs	\$ 35.00

*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
Workboots	Workboots	\$ 50.00

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

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

Program Eligibility

Any program receiving Perkins funds must be designated as a technical program by KBOR. Definition of a technical program may be found in state statute K.S.A. 72-1802.

Program Levels:

Educational Award Level	Credit Hours
SAPP	1-15
Certificate A	16-29
Certificate B	30-44
Certificate C	45-59
Associate of Applied Science	60-69

Stand-Alone Parent Program (SAPP) criteria:

1. Designated as “Technical Program” in KHEDS
2. Leads to an industry-recognized credential
3. Leads to a specific occupation
4. Addressed and evaluated in the Comprehensive Local Needs Assessment
5. Minimum 6 concentrators (average over the previous two academic years)
6. Instructor/Trainer/Teacher programs and Workforce AID programs are not eligible

Certificates and Associate of Applied Science (CERT and AAS) criteria:

1. Designated as “Technical Program” in KHEDS
2. Aligned at the state level (for select aligned programs). Visit the program alignment section of the KBOR website for the list of aligned programs at the state level.
3. Addressed and evaluated in the Comprehensive Local Needs Assessment
4. Minimum 6 concentrators (average over the previous two academic years)
5. Instructor/Trainer/Teacher programs and Workforce AID programs are not eligible

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

Name of Institution	Allen Community College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Kara Wheeler Vice President for Academic Affairs wheeler@allencecc.edu 620-901-6306
Name, title, phone, and email of the Perkins Coordinator	Melanie Wallace Dean for Distance & General Education wallace@allencecc.edu 620-901-6227
Program Name	Machining & Manufacturing Technology
Program CIP Code	48.0501
Educational award levels <u>and</u> credit hours for the proposed request(s)	Certificate A—17 credit hours Certificate B—32 credit hours AAS—60 credit hours
Number of concentrators for the educational level	10
Does the program meet program alignment?	Yes
How does the needs assessment address the occupation and the program <i>(provide page number/section number from the CLNA and describe the need for the program)</i>	<ul style="list-style-type: none"> According to the Chanute Regional Needs Assessment page 5-6, Precision Machining Technology and Manufacturing programs are needed in the area, with around 2,000 annual openings identified in the Kansas Labor Market Data. According to the Topeka Regional Needs Assessment page 10, Machine Technology has gap with 237 annual openings, but only 37 concentrators.
Justification for conditional approval: <i>(how will Perkins funds will be used to develop/improve the program)</i>	Perkins funds will be used to fund the Director for the program as well as purchase supplies/equipment needed.
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? <i>(Contact Board staff for technical assistance if there are questions regarding accessibility)</i>	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 *Lara L. Whelan* Date 12/18/2023

Signature of KBOR Official _____ Date _____

Kansas Promise Eligibility Request Form

CA-1d Form (2022)

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

Program Eligibility

Per statutory language (Section 28), a “promise eligible program” means any two-year associate degree program or career and technical education certificate or stand-alone program offered by an eligible postsecondary educational institution that is:

- 1) approved by the Board of Regents;
- 2) high wage, high demand or critical need; and
- 3) identified as a “promise eligible program” by the Board of Regents pursuant to [K.S.A. 2021 Supp. 74-32.272](#):
 - Information Technology and Security
 - Mental and Physical Healthcare
 - Advanced Manufacturing and Building Trades
 - Early Childhood Education and Development

Section 29 (9d), states that the Board of Regents may designate an associate degree transfer program as an eligible program only if such program is included in:

- 1) An established 2+2 agreement with a Kansas four-year postsecondary education institution; or
- 2) An articulation agreement with a Kansas four-year postsecondary educational institution and is part of an established degree pathway that allows a student to transfer at least 60 credit hours from the eligible postsecondary educational institution to a four-year postsecondary education institution for the completion of an additional 60 credit hours toward a bachelor’s degree.

Section 30 states an eligible postsecondary educational institution may designate an additional field of study to meet local employment needs if the promise eligible programs within this field are two-year associate degree programs or career and technical education certificate or stand-alone programs approved by the Board of Regents that correspond to jobs that are high wage, high demand, or critical need in the community from one of the following fields:

- 1) Agriculture;
- 2) Food and Natural Resources;
- 3) Education and Training;
- 4) Law, Public Safety, Corrections, and Security; or
- 5) Distribution and Logistics

Name of Institution	Allen Community College
Name, title, and email of person responsible for Academic program	Kara Wheeler Vice President for Academic Affairs wheeler@allencecc.edu
Name, title, and email of Financial Aid contact	Kim Murry Director for Financial Aid murry@allencecc.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

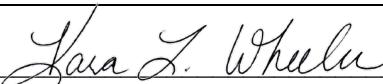
Advanced Manufacturing and Building Trades				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date
48.0501	Machining & Manufacturing Technology	High Wage, Critical need	Certificate, AAS	Fall 2024

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

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 12/18/2023

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

Kansas Promise Eligibility Request Form

CA-1d Form (2022)

matt@kscolleges.org

Curriculum Committee

Allen Community College

Iola Campus, CEP, Online Learning

Thursday, October 5, 2023; 2:00-3:00 p.m.; IC THTR-105A

Zoom Info on Portal Min

utes

Primary Charge: To review, discuss, evaluate, and make recommendations concerning the academic curriculum at Allen Community College. Curriculum Committee reports to the President's Council.

Curriculum Committee: Stephen Ebel, Todd Francis, Chris Freelove, Bobbie Haviland, Cynthia Jacobson, Jerald Johnson, Sharon Lawless, Amy Lemer, Sherry Miller, Erin O'Keefe, ~~Nikki Peters~~, Terry Powelson, Travis Robb, Tera Schultz, Virginia Shaffer, Alex Simpson, Melanie Wallace, Jon Wells, Kara Wheeler

1. Gathering and Information Items

a. Call to Order

Kara Wheeler called the meeting to order.

b. Approval of Minutes: September 7, 2023 meeting

A motion to approve the minutes from the September 7, 2023 meeting was made by Jon Wells, and Tera Schultz made the second. The minutes were approved.

c. Additions to the Agenda

There were no additions to the agenda.

d. Information Items for the Committee

i. Guided Pathways—Update on project

A definition of Guided Pathways will be established and emailed to Curriculum members for approval, and then work on applying the pathways to the course catalog.

ii. Update of General Education buckets for Allen

Several courses will be submitted to KBOR that are KCOG aligned to complete the buckets, and once updated a notification will be emailed out.

iii. Demo of Simple Syllabus

An invite for the Simple Syllabus demo will be sent out to members. Simple Syllabus is a cloud-based syllabus management tool with direct integration into Canvas.

2. New and Revised Course Proposals for Discussion

a. New course: THEXXX—Theatre Design

3 credit hours

- i. This course will expand our theatre program to include more elements of technical theatre and to recruit more students interested in this area.

Kara Wheeler brought forward the new course proposal THEXXX Theatre Design. Kara Wheeler presented the justification with the updated learning outcomes. Kara Wheeler called the question for approval. Jon Wells made the motion and Tera Schultz made the second. The course proposal was approved.

- b. New course: SOC 2XX—Cultural Diversity & Ethnicity 3 credit hours
 - i. This course will be required for the new state-aligned Elementary Education degree. It will also be added to the Social/Behavioral general education bucket since it is a KCOG aligned course.

Kara Wheeler brought forward the new course proposal SOC2XX—Cultural Diversity and Ethnicity. Jon Wells presented the justification. Kara Wheeler called the question for approval. Jon Wells made the motion and Tera Schultz made the second. The new course proposal was approved.

- c. Revised course: PRO 251—Graphic Design: Adobe Suite 3 credit hours
 - i. PRO251 CCO has been updated with a new course title, description, outcomes, and major content areas to reflect the content of the course. This course provides students with an overview of the Adobe Creative Cloud applications and does not just focus on applications for web design.

Kara Wheeler brought forward the course proposal for PRO251 Graphic Design: Adobe Suite to revise the course title, description, outcomes, and major content areas. Nancy Ford presented the justification for revisions. Kara Wheeler called the question for approval. Tera Schultz made the motion and Jon Wells made the second. The revised course proposal was approved.

3. New and Revised Program Proposals for Discussion

- a. New program: CNC Operator 16 credit hours
 - i. This program will align with KBOR's requirements for Machining Level 1.

Kara Wheeler brought forward the new certificate proposal for the CNC Operator Program. Melanie Wallace presented the justification for the program and the nine State-aligned courses. Marketing to high schools will begin after KBOR approval. Depending on space and equipment availability, classes will be taught at various locations. Kara Wheeler called the question for approval. Jon Wells made the motion and Tera Schultz made the second. The new program proposal was approved.

- b. Revised program: Elementary Education 61 credit hours
 - i. This will meet the new aligned requirements by KBOR for this degree.

Kara Wheeler brought forward the revised AA program proposal for Elementary Education. Beth Toland presented the justification that will include three new courses. The CIP code will be different from the general education degrees. The College is headed toward aligning with KBOR's guided pathways, resulting in updates for all of Allen's programs in the course catalog. Programs will list classes and show schedules for part- and full-time students. Classes listed in buckets are class options, not required. Kara Wheeler called the question for approval. Jon Wells made the motion and Tera Schultz made the second. The revised program proposal was approved.

4. Adjournment

a. Adjournment

A motion to adjourn the meeting was made by Jon Wells.

The next meeting is November 2, 2023.

Minutes respectfully submitted by Christine Freelove.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, OCTOBER 10, 2023

Jenny Spillman called the meeting to order at 6:03 PM; also showing present:

Trustees: Gena Clouch
 Vicki Curry
 Lonnie Larson-Absent
 Rebecca Nilges
 Jessica Thompson

Call to Order Others: Dr. Bruce Moses, President
 Cynthia Jacobson, VP for Student Affairs
 Tonya Johnson, VP for Finance and Operations
 Kara Wheeler, VP for Academic Affairs
 Melanie Wallace, Dean for Distance and General Education
 Niccole Beagley, Campus Services Tech/Administrative Assistant
 Josiah D’Albini, Director of Student Life
 Tracy Lee, English Instructor
 Ryan Sigg, Director of Physical Plant Operations
 Kim Murry, Director of Financial Aid
 Nikki Peters, Director of Enrollment Management
 Anthony Maness, Criminal Justice Studies Program Coordinator
 Lisse Regehr, President and CEO of Thrive Allen County
 Josh Walker, Loyd Builders

Minutes Vicki Curry moved to approve the minutes of the regular Board of Trustees
Approval meeting on September 12, 2023. Seconded by Gena Clouch; motion passed
 5-0.

Introduction Anthony Maness, Criminal Justice Studies Program Coordinator, introduced
Employee himself to the Board of Trustees.

Census Day Dr. Bruce Moses, President, presented the enrollment trends based on the
Enrollment Census Day Enrollment Report. Dr. Kara Wheeler, VP for Academic Affairs,
Report shared the enrollment and scholarship trends per major for fall 2023. Nikki
 Peters, Director of Enrollment Management, shared the latest recruitment and
 marketing activities. Dr. Moses emphasized that in order to increase enrollment,
 Allen needs to improve its product offerings.

Rebecca Nilges, Board Trustee, inquired whether other colleges are offering
classes to high school sophomores like Allen. Wheeler confirmed that Freshman
with an IEP in gifted, Sophomores, Juniors, and Seniors can take college classes
based on the state-wide policy by KBOR.

Patrons' Concerns Lisse Regehr, President and CEO of Thrive Allen County, announced the annual Thrive celebration is being held in the College's gymnasium, Thrive would like to serve alcohol at the event. Rebecca Niges moved to approve the use of alcohol at the Thrive annual celebration. Seconded by Vicki Curry; motion passed 5-0.

Loyd Builders Josh Walker, Loyd Builders, presented a review of what Allen could potentially look like with adding a new residence hall and a CTE building.

Nilges inquired about how many beds are in Horton and Winter. Josiah D'Albini, Director of Student Life, stated there are 150 beds total in both Horton and Winter residence halls.

Dr. Moses mentioned that students are not willing to stay in Horton and Winter due to the unfavorable conditions. Moses also commented if Allen is to remain competitive academically, it is essential to have a CTE building. The funding structure of Kansas is primarily based on CTE, making it a vital aspect of Allen's academic success.

Old Business

Questions Concerning Admin. Reports The library provides transportation resources for students, in which Nilges expressed concern about how Allen will be able to sustain this service in the future. Cynthia Jacobson, Vice President for, Student Affairs commented that the problem arose when Allen had a regular schedule to take students to run errands, but the students would not show up. Allen is actively encouraging students to join the Allen Regional Transit (ART) Program that is available in town.

Nilges asked whether the Criminal Justice Program uses the same marketing strategies as the other certificate programs. Wallace stated that the Criminal Justice Department goes through the marketing department for consistency.

Jenny Spillman, Board Trustee, asked Wheeler about the outcome of the surveys conducted on class timings. Wheeler stated that the survey will be presented at the next Board meeting and commented that the survey did indicate that students want more Hyflex classes and no Friday classes.

Spillman inquired about Allen's plan to reorganize offices. Wheeler reported that Allen is planning to create more office space and to provide a more focused student services area with the reorganization of offices, the project is expected to be done in 6 weeks.

Statement Of Claims Gena Clouch moved to pay the bills and approve the statement of claims totaling \$7,024,077.75. Seconded by Vicki Curry; motion passed 5-0.

Purchase Credit Card For Admin. Procedures	Tonya Johnson, Vice President for Finance and Operations, reported that Allen decided not to present this particular matter to the Board at this time. This is due to a problem with the credit card administration system reaching its daily spending limit. Currently, the College is searching for a new bank that can provide credit card services to Allen.
Purchase Spending Limit Increase	Johnson proposed increasing the spending limit from \$10,000 to \$75,000 to assist Ryan Sigg, Director of Physical Plant Operations, in resolving maintenance issues. Jessica Thompson, Board Trustee, recommended a \$50,000 limit increase, citing the amount would align with other colleges. Spillman stated that she is fine with a spending cap of \$25,000. Spillman further stated that taxpayers elected Board members to office for a specific purpose, and if the limit were raised to \$75,000, it would make the existence of the Board of Trustees unnecessary. Vicki Curry, Board Trustee, expressed her opposition to the amount of \$75,000 deeming it excessive. Nilges suggested that the Board should be aware of the challenges Allen faces daily, but also expressed concern that \$75,000 is excessive, and emphasized the importance of staying informed about college developments. Gena Clouch, Board Trustee, stated that the Allen facilities have numerous problems that need addressing immediately because these issues have been postponed for the past 15 years. Jacobson stated that the \$10,000 policy has been in effect since 1997. Curry asked where the law is stating Allen needs a bid for anything over \$10,000. Thompson stated that if federal funds exceed \$10,000, a bid is required by federal law. Nilges recommends raising the spending limit to \$35,000 as a middle-ground approach. Gena Clouch moved to approve the Purchase Spending Limit of \$35,000. Seconded by Jessica Thompson; motion passed 5-0.
Conflict of Interest Disclosure	Johnson presented a Conflict of Interest Disclosure form for the College. All Board members signed the form.
Resolution To Exceed Revenue Neutral Rate	Johnson presented the Resolution to Exceed the Revenue-Neutral Rate to be signed by Board members due to Allen County Courthouse needing the resolution signed by Allen's Board members.
<u>New Business</u>	
Revised 2023-2024 Academic Calendar	<p>Wheeler represented the President's Council on the revised academic calendar for 2023-2024. The proposed changes are as follows:</p> <ul style="list-style-type: none"> • Fall Break: The College will be closed from November 20-24. ▪ Holiday Break: The College will be closed from December 20 to January 2. ▪ Spring Break: The College will be closed for the full week of March 11-15.

Wheeler stated that the Employee Perception Survey revealed a significant drop in staff morale. Allen's proposal to provide additional days off is a positive step towards improving the situation. Jessica Thompson moved to approve the changes to the 2023-2024 academic calendar. Seconded by Gena Clouch; motion passed 5-0.

New Policy	Wheeler presented the new policy, V-A-1.26 Faculty Qualifications due to HLC requirements.
Revised Policy	Wheeler presented the revised V-A-1.2 Educational Offerings Policy, noting it had not been updated since 2003.
Fairness in Women's Sports Act	Dr. Moses reported that all of the women's athletic departments and the KJCAA are requesting the implementation of the Fairness in Women's Sports Act. Rebecca Nilges moved to approve Allen's adoption of the Fairness in Women's Sports Act Policy. Seconded by Vicki Curry; motion passed 4-1.
Virtual Option	Wheeler requested that Board meetings be available for virtual viewing. A virtual option will only allow listening with no other interactions. Dr. Moses recommended that Allen explore alternative technology due to past issues with lighting during virtual board meetings. The Board determined that the virtual option was needed for public viewing as the agenda and reports are accessible to the public through Allen's website.
CNC Operator Certificate	Wallace presented the course sequence and courses of the CNC Operator Certificate that was approved by both the Curriculum Committee and B&W. Wallace still needs Board approval before presenting the certificate to the state. Vicki Curry moved to approve the CNC Operator Certificate. Seconded by Gena Clouch; motion passed 5-0.
Executive Session	At 8:30 PM Jessica Thompson moved to enter executive session to discuss matters concerning nonelected personnel for 15 minutes. Seconded by Gena Clouch; motion passed 5-0.
Open Session	At 8:35 PM the Board returned to open session. Rebecca Nilges moved to hire Huda Zeitouni, Psychology Instructor. Seconded by Vicki Curry; motion passed 5-0.
Adjournment	Gena Clouch moved to adjourn the meeting at 8:46 PM. Seconded by Vicki Curry motion passed 5-0.

Chairperson: _____

Clerk: _____



P.O Box 186 | Humboldt, KS 66748 | 800.248.6564 | www.bwtrailerhitches.com

October 17, 2023

B&W Trailer Hitches
1216 Hawaii Rd
PO Box 186
Humboldt, KS 66748

RE: Curriculum Approval

To whom it may concern,

B&W Trailer Hitches is in full support of Allen Community College's pursuit of a CNC certificate program. B&W has been working with Allen to provide technical knowledge about manufacturing processes to create comprehensive training and educational courses for students, including the CNC certificate. The partnership between B&W and Allen Community College represents how employers and colleges can work together to promote student success and create skilled workers for local economic development.

Our CNC shop is one of the largest and most technologically advanced in the area. We are excited about Allen's dedication to providing development of career pathways, aligned to high-skilled, high-wage and in-demand industry sectors and occupations in southeastern Kansas. B&W would greatly benefit from students who complete the CNC certificate as we are continuously seeking workers with these specific skills.

B&W manufactures all types of innovative towing products through an ever-increasing technology focused manufacturing process. With 500 employees, and more than 95 percent of these employees in Humboldt, B&W is the largest employer in Allen County. In this partnership, we are committed to providing real-world manufacturing expertise to Allen Community College to prepare the upcoming workforce for high-wage, technical jobs.

B&W is looking forward to the partnership with Allen Community College for the investment in our young professionals and local workforce.

Sincerely,

A handwritten signature in black ink that reads "Beth Barlow".

Beth Barlow
General Manager





November 17, 2023

Precision International
25 West Miller Road
PO Box 607
Iola, KS 66749

RE: CNC Curriculum Approval

To whom it may concern,

Allen Community College recently met with Precision International in regards to creating a CNC certificate program. Precision International is in full support of this program and has offered our knowledge and experience to help make the program a success.

The demand for CNC operators is increasing at a rapid rate. Precision has hired and trained workers to become CNC operators for nearly 20 years. As other companies have started utilizing CNC machines, we have struggled to retain and replace experienced operators. There are simply not enough skilled operators to satisfy the demand in our area.

We have reviewed the CNC certificate program and are very excited to partner with Allen Community College on such an economically beneficial program. The time and cost associated with training CNC operators is substantial for a company. This program would greatly benefit several of our area businesses by providing the skills and training necessary to fill these in-demand roles.

Precision International is looking forward to working with Allen Community College in developing this program and investing in our local workforce.

Sincerely,

A handwritten signature in blue ink that reads "Randi Daniels".

Randi Daniels, CPA
Chief Financial Officer

TANK CONNECTION

Tank Connection • 3609 North 16th Street, Parsons, KS 67357 • 620-423-3010 • tankconnection.com

December 12, 2023

Tank Connection LLC
3609 North 16th Street
Parsons, KS 67357

RE: CNC Curriculum Approval


To Whom it May Concern:

Tank Connection fully supports Allen Community College in pursuing a CNC certificate program. We recently discussed the need for this type of program with the Dean of CTE and Business and Industry Partnerships. Tank Connection is more than happy to offer our knowledge and experience to the program to help make it a success.

Tank Connection utilizes skilled CNC Machinists in both of our manufacturing facilities in Southeast Kansas, Parsons and Oswego. Positions in CNC machining are in high demand in Southeast Kansas and a program of this nature could help to meet that demand in a area that is currently lacking. We are happy to provide support to the program in offering OSHA training for students, factory tours, and internships. We can also provide externships for teachers allowing them to see firsthand the needs in the CNC machining area.

Tank Connection is an international provider of large steel bolted storage tanks, aluminum geodesic domes and flat covers with over 95% of our employees located in the Southeast Kansas area. We are looking forward to partnering with Allen Community College for the investment in preparing a much needed workforce.

Sincerely,



Dennis Banning
General Manager
Tank Connection LLC



USD 258
Humboldt School District

Career and Technical Education

1020 New York Street
(620) 473-2251
Kim Isbell, CTE Coordinator
kim.isbell@usd258.net

November 20, 2023

To Whom it May Concern,

This letter is being written in support of Allen Community College starting a CNC program at their junior college. We have several students who are interested in participating in this program. We believe that earning a certificate in this program will not only benefit our students greatly, but it will also benefit our community by providing highly trained workers.

Sincerely,

Kim Isbell

