

**BOARD OF ACADEMIC AFFAIRS  
STANDING COMMITTEE**

**CONFERENCE CALL  
AGENDA**

**March 8, 2016  
11:00 am**

**CONFERENCE CALL INFORMATION**

**DIAL: 866.620.7326**

**CONFERENCE CODE: 1366296630**

- I. Call To Order** Regent Van Etten, Chair
- A. *Approve Minutes*  
February 17, 2016, Meeting *p. 2*
- II. Agenda Planning**
- A. *Consent Agenda*
1. Act on Request for Approval for a Master of Arts in Teaching - KSU Jean Redeker *p. 4*
2. Act on Request for Approval for Degree and Certificate Programs Rita Johnson *p. 8*
- a. Hutchinson Community College  
- Cosmetology
- III. Other Matters**
- IV. Adjournment**

Board Academic Affairs Standing Committee  
Conference Call Schedule to June 2016

BAASC Conf Call – 11:00 a.m.	Board of Regents Meeting Dates
Tues, March 8, 2016 BAASC Conf Call	March Board – March 23-24, 2016 - <i>KUMC</i>
Tues, April 5, 2016 BAASC Conf Call	April Board – April 20-21, 2016 - <i>KSU</i>
Tues, May 3, 2016 BAASC Conf Call	May Board – May 18-19, 2016
Tues, May 31, 2016 BAASC Conf Call	June Board – June 15-16, 2016

**Kansas Board of Regents  
Academic Affairs Standing Committee**

**Wednesday, February 17, 2016  
MINUTES**

The Academic Affairs Standing Committee of the Kansas Board of Regents met in the Kathy Rupp Conference Room of the Kansas Board of Regents, at 11:00 a.m. on Wednesday, February 17, 2016.

**In Attendance:**

Members:	Regent Helen Van Etten Regent Zoe Newton	Regent Daniel Thomas	
Staff:	Gary Alexander Connie Beene	Jacqueline Johnson Jean Redeker	Susan Fish Karla Wiscombe
Others:	Sara Rosen, KU Ruth Dyer, KSU Robin Garrett, Barton CC David Cordle, ESU	Lori Winningham, Butler CC Stuart Day, KU Regena Lance, Fort Scott CC Howard Smith, PSU	Todd Carter, Seward County CC/ATS Rick Muma, WSU Andy Anderson, JCCC

Meeting called to order at 11:00 a.m.

Regent Van Etten informed the audience that Regent Ann Brandau-Murguia was not able to attend today's meeting.

**Approve February 2, 2016 Minutes**

Regent Thomas moved, and Regent Newton seconded the motion, to approve the February 2, 2016 minutes as written. Motion carried.

**Discussion**

**Add *Transition to College Algebra* to the Qualified Admission Precollege Curriculum**

Susan Fish informed BAASC members that the course *Transition to College Algebra* meets the standards for Kansas Core Outcome and the Kansas State Department of Education Standards for Math.

Jean Redeker requested approval for adding this course to the Qualified Admission Precollege Curriculum for Math.

BAASC discussed different aspects of the course and the pilot program.

Regent Newton moved, and Regent Thomas seconded the motion, to approve beginning the regulatory process to add *Transition to College Algebra* to the Qualified Admission Precollege Curriculum Math requirement. Motion carried.

**Credit for Prior Learning Policy**

Connie Beene presented the proposed Credit for Prior Learning Policy.

After discussion, Regent Thomas moved, and Regent Newton seconded the motion, to approve moving the Credit for Prior Learning Policy through the approval process. Motion carried.

## **Updates**

### **Army University Information**

Connie Beene presented Army University's Vision and Initiatives to BAASC. The developmental process between Credit for Prior Learning Task Force and Army University and the road ahead were discussed.

BAASC members were interested in the process and requested an update in Fall 2016.

### **Students admitted as Exceptions to the Minimum Admission Standards**

Jean Redeker presented BAASC members background information regarding the Minimum Admission Standards.

- Statute allows students to be admitted as exception to the minimum admission standards
- Students admitted as an exception to the minimum admission standards are less than 1% of state university enrollment
- Determination for student acceptance to an institution as an exception is at the institutional level

David Cordle, Emporia State University, presented the Student Success Plan for ESU. BAASC members discussed various features of the Student Success Plan and the effective implementation.

Sara Rosen, University of Kansas, discussed KU's membership in the University Innovations Alliance. University of Kansas is part of the First in the World research project which is determining how intensive advising compares to a control group over the next three and a half years.

Representative from Kansas State University, Wichita State University, and Pittsburg State University each discussed additional requirements for students admitted as exceptions for their respective institutions.

### **Other Business**

There being no other business, Regent Newton moved, and Regent Thomas seconded the motion, to adjourn. Motion carried.

The meeting adjourned at 11:22 a.m.

## New Degree Request – Kansas State University

### Summary

*Universities may apply for approval of new academic programs following the guidelines in the Kansas Board of Regents Policy Manual. Kansas State University has submitted an application for approval to add a new degree a Master of Arts in Teaching. The proposing academic unit has responded to all of the requirements of the program approval process. Board staff concurs with the Council of Presidents and the Council of Chief Academic Officers in recommending approval.*

<u>Criteria</u>	<u>Program Summary</u>
1. Program Identification	Master of Arts in Teaching (with recommendation for K-6 teaching licensure) CIP Code 13.1202
2. Academic Unit	College of Education, Department of Curriculum and Instruction
3. Program Description	<p>The Master of Arts in Teaching program is designed for second-career adults who have previously attained a Bachelor’s degree and would like to become elementary teachers. The program provides an alternative pathway to teaching that is not currently available to Kansans or others who live outside a reasonable radius of a university or other teacher education unit.</p> <p>Qualified Kansans and citizens of other states who complete this pathway earn a Master of Arts in Teaching degree and a recommendation for initial K-6 elementary teacher licensure simultaneously in 12 months through a rigorous curriculum delivered by online coursework and field experiences arranged in accredited elementary schools convenient to students in the program. The program is designed as a cohort model and is full-time.</p>
4. Demand/Need for the Program	<p>According to the United States Department of Labor, demand for elementary teachers will increase by 12.3% in the next decade (as compared to 5.5% for secondary teachers). Many prospective, second career teachers lack convenient access to a university campus (e.g., western Kansas) to receive professional education. According to Fall 2015 vacancy data from the Kansas Department of Education, the certification areas with the most teaching vacancies include early childhood/elementary (P-6).</p> <p>In terms of student demand, elementary education offers individuals choosing a second career a fulfilling, rewarding, and durable occupation. According to Education Week, the New York Times, and data from a similar program at the University of Southern California, teaching is now attracting thousands of career-changes annually.</p>
6. Curriculum	Students will complete 31 hours of graduate coursework that focuses on building a framework of knowledge, skills, and dispositions that will enable students to make informed, independent, and caring judgments and skillfully act on them before, during, and after teaching. Coursework includes supervised field experiences.
7. Faculty Profile	<p>All courses will be taught by members of the graduate faculty and all have a doctorate in the appropriate area of specialty:</p> <ul style="list-style-type: none"> <li>• Thomas S. Vontz, Professor, Tenured</li> <li>• Kay Ann Taylor, Associate Professor, Tenured</li> <li>• David Allen, Director of Field Experiences and Associate Professor, Tenured</li> <li>• Lotta Larson, Associate Professor, Tenured</li> <li>• David Griffin, Associate Professor, Tenured</li> <li>• Chepina Rumsey, Assistant Professor, Tenure-Track</li> <li>• Laurie Curtis, Assistant Professor, Non-Tenure Track</li> <li>• Vicki Sherbert, Assistant Professor, Non-Tenure Track</li> <li>• Della Perez, Assistant Professor, Non-Tenure Track</li> </ul>

8. Student Profile	The M.A.T. is designed for career-changers and working adults. It is expected that applicants for admission will primarily come from people seeking a career change (e.g., military, loss of job, retired, change of interests, etc.). Because the degree program is fully online, it is expected to have national appeal.
9. Academic Support	<p>The College of Education’s Center for Student and Professional Services faculty and staff will assist students in all aspects of the program—satisfying admission requirements, enrolling in courses, registering for exams, and applying for licensure, etc. All admitted students are assigned an academic advisor who is a graduate faculty member at Kansas State University. The advisor will assist in all aspects of academic advising and supervise completion of the student’s program portfolio.</p> <p>Students will also complete online modules developed specifically for graduate students in the College of Education. The online modules provide an overview of the basic features of the learning management system and directs students to additional resources available to distance education students. In addition, each student will be assigned an academic mentor, a Curriculum and Instruction faculty member who will assist with academic issues or problems as well as provide support completing the M.A.T. Teaching and Learning Portfolio.</p> <p>Field experiences are a significant component of the M.A.T and for each field experience, students will be assigned 1) a classroom cooperating teacher and 2) a field experience supervisor based at Kansas State University. David Allen, the College of Education’s Director of Field Experiences, will oversee all aspects of field experience placement and supervision.</p>
10. Facilities and Equipment	The program will be delivered exclusively online using the existing learning management system. KSU will not need to purchase additional equipment to implement the program or build or expand facilities. However, students will be required to purchase equipment and software to complete their field experiences (\$750) which will be offset by the use of electronic textbooks in several classes and the continued use of these technologies after degree completion.
11. Program Review, Assessment, Accreditation	The program will be subject to continuous review by graduate faculty in the Department of Curriculum and Instruction. Faculty will be invited to raise issues and help solve problems at monthly departmental and graduate faculty meetings. The program will also be subject to accreditation review by the Kansas State Department of Education, the National Council for Accreditation of Teacher Education (NCATE) and will follow the Kansas Board of Regents Program Review cycle.
12. Costs, Financing	<ul style="list-style-type: none"> <li>• Based on an initial cohort of 25 students, the program will generate a total of \$399,852.50 in tuition and fees.</li> <li>• In the implementation year, KSU’s College of Education will fund the salaries of any personnel to assist with administrative support, advising as well as placing and supervising field experiences with money generated by the program. If the program attracts a small number of students in the implementation year (fewer than 15), advisers, faculty and supervisors will be compensated on a per student basis.</li> <li>• After the program achieves 15 students, courses taught during the academic year will be considered as a part of teaching load. Teaching loads are annually negotiated with faculty.</li> <li>• In years two and three we anticipate the need to add a faculty line (\$67,000.00 in year 2) and an additional supervisor in the Office of Field Experience (\$41,000.00 in year 3). We anticipate revenue generated by the program will fund the budget increases in years 2 and 3.</li> </ul>

**CURRICULUM OUTLINE  
NEW DEGREE PROPOSALS**

**I. Degree:**  
Master of Arts in Teaching (with recommendation for K-6 certification)

**II. Courses required for each student in the major:**

	<b>Course Name &amp; Number</b>	<b>Credits</b>
<b>Core Courses</b>	EDCI 710 Social Foundations of Education*	3
	EDCI 702 Curriculum, Instruction, and Assessment**	3
	EDCI 716 Teaching Diverse Learners*	3
	EDCI 791 Teaching Science and Mathematics in the Elementary School*	4
	EDCI 792 Teaching Social Studies, Reading, and Literacy in 4 the Elementary School*	4
	EDCI 793 Teaching Health, Movement, and Fine Arts in the Elementary School*	4
<b>Electives</b>	No Electives	
<b>Research</b>	EDCI 760 Action Research in Education***	3
	EDCI 890 Master's Project**	1
<b>Practica</b>	EDCI 800 Teaching Practicum*	2
	EDCI 801 Internship in K-12 Schools*	4
<b>Total</b>		31

\* denotes a new course

\*\* denotes an existing class that needs to be converted to online delivery

\*\*\* denotes an existing online class

IMPLEMENTATION YEAR FY 2016 (May 2016)

Fiscal Summary for K-State's Proposed Master of Arts in Teaching  
(with Elementary Certification)

Part I. Anticipated Enrollment	Implementation Year		Year 2		Year 3	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
A. Full-time, Part-time Headcount:	25		50		75	
B. Total SCH taken by all students in program	750 hours		1500 hours		2250 hours	
<b>Part II. Program Cost Projection</b>						
A. In <u>implementation</u> year one, list all identifiable General Use costs to the academic unit(s) and how they will be funded. In subsequent years, please include only the additional amount budgeted.						
	Implementation Year		Year 2		Year 3	
	(funded through internal reallocation)		(funded through program revenue)		(funded through program revenue)	
<u>Base Budget</u>						
Salaries	\$15,000		\$82,000		\$123,000	
OOE	\$15,000		\$15,000		\$ 15,000	
Marketing (COE)	\$10,000		\$ 5,000		\$ 5,000	
Total	\$40,000		\$102,000		\$143,000	

Indicate source and amount of funds:

- In the implementation year, KSU's College of Education will fund the salaries of any personnel to assist with administrative support, advising as well as placing and supervising field experiences with money generated by the program. If the program attracts a small number of students in the implementation year (fewer than 15), advisers, faculty and supervisors will be compensated on a per student basis.
- Faculty and field experience salaries will be calculated and generated by credit-hour production within the program until student enrollment meets 15 students. After the program achieves 15 students, courses taught during the academic year will be considered as a part of teaching load. Teaching loads are annually negotiated with faculty.
- In years two and three we anticipate the need to add a faculty line (\$67,000.00 in year 2) and an additional supervisor in the Office of Field Experience (\$41,000.00 in year 3). We anticipate revenue generated by the program will fund the budget increases in years 2 and 3.

\*\*\*If the program achieves its goal of 25 students, the program will be self-sustaining in year 1.

# Recommend Approval of Requests for Degree and Certificate Programs Submitted from Community Colleges and Technical Colleges

## Summary and Staff Recommendation

*Each month community colleges and technical colleges submit requests for the approval of new certificate and degree programs. The Board office received a request from Hutchinson Community College to offer an Associate of Applied Science and technical certificate in Cosmetology. The program submitted addressed all criteria requested and was subject to the 14 day comment period required by policy. The program was reviewed by the Technical Education Authority and is recommended for approval. 03/08/2016*

## Background

Community colleges and technical colleges submit requests for new certificate and degree programs each month utilizing forms approved by staff. Criteria addressed during the application process include, but are not limited to, the following:

- Student and employer demand for the program
- Current and projected job openings and anticipated wages
- Level of program duplication across institutions, based on Classification of Instructional Program (CIP) code, and any efforts to collaborate to provide the needed program
- Rationale for why collaboration is not a viable option and/or need for a duplicative program
- Program description and designation of required and elective courses
- Measurable program outcomes and course competencies
- Process and frequency for review of program content, level of program success, and process for addressing any areas of concern
- Any specialized accreditation required and/or available for the proposed program
- Faculty qualifications and proposed student to faculty ratio
- Description of facilities and equipment needed and available
- Projected program costs and designation of adequate resources
- Membership of a steering/advisory committee for the program
- Approval by institutional academic committee and local governing board

## Description of Proposed Program:

**Hutchinson Community College** requests approval for the following program:

- Cosmetology (12.0401) - Associate of Applied Science degree/64 credit hours, Technical Certificate C/45 credit hours

The proposed Cosmetology program is a result of a merger between a local business, Sidney's Hairdressing College (Sidney's), and Hutchinson Community College. The merger was initiated by Bill Wyer, owner of Sidney's, after making the decision to retire. Instead of closing the existing for-profit school and salon, Wyer turned to Hutchinson Community College with whom the business had a standing articulation agreement. Sidney's has served as the only cosmetology college in Reno County since opening in 1960. Along with providing a successful educational program, Sidney's operates as a full service salon where community members may receive services at a reduced cost.

Student demand from the college's analysis of interest shows 540 responses were collected with 57.9% showing some interest in a cosmetology program. Business and Industry support letters were received from various sources including Maisie Friend, Salon Manager for JC Penny Salon; Kathy McGillivray, The Edge Salon & Day Spa; Thomas Windows, Manager for Smartstyle Salon; Vicki Hildebrand, co-owner of Creative Hairlines Salon; and Bill Wyer, owner of Sidney's.

According to the U.S. Bureau of Labor Statistics, the Occupational Outlook Handbook indicates a national growth rate for jobs in Barbers, Hairdressers, and Cosmetologists of 10% from 2012-2022, with the median annual wage of \$23,200

(\$11.15 per hour). Kansas Department of Labor, Long-term Occupational Projections 2012-2022 indicate a state-wide growth rate of 6.25%, which equates to roughly 349 jobs, with a median annual wage of \$21,480 (\$10.33 per hour).

Nine community and technical colleges currently offer approved cosmetology programs utilizing CIP code 12.0401; the nearest program being over 100 miles from Hutchinson. According to 2014 K-TIP data, as a system, enrollments in these programs ranged from 27 to 64 students and the number of graduates ranged from fewer than 5 to 16 students. The average wage reported for graduates from five of these programs was less than \$12,800 and the average wage for graduates of the remaining four programs ranged from \$18,761 to \$25,194.

If approved, Hutchinson Community College plans to assume full operation of the Cosmetology program during the summer of 2016. The college estimates the initial cost to deliver the proposed program is approximately \$421,613 (\$126,268 salaries and consultant fees; \$2,500 equipment, \$177,120 tools and/or supplies, \$14,200 instructional supplies, \$86,325 facilities/upgrades, \$4,200 for technology, \$5,000 marketing and recruiting, \$6,000 professional development). Two full-time faculty members from the existing school will be hired by the college. Hutchinson Community College will assume the fully equipped salon at 200 E 3<sup>rd</sup> Avenue. All expenses for the Cosmetology program will be funded out of the college's general fund, student tuition and revenue from the full service salon.

The proposed program was subject to the 14-day comment period from January 19, 2016 to February 5, 2016 during which the only response received was from Kansas City Kansas Community College stating they had no objection to this program.

### **Recommendation**

The new program request submitted by Hutchinson Community College for a 64 credit hour Cosmetology AAS degree program, that includes a Technical Certificate C of 45 credit hours, was reviewed by the Technical Education Authority and is recommended for approval.