

COUNCIL OF CHIEF ACADEMIC OFFICERS AGENDA

June 19, 2019
9:00 am – 9:50 am
or upon adjournment of SCOCAO
reconvene at noon

The Council of Chief Academic Officers will meet in Suite 530 located in the Curtis State Office Building at 1000 SW Jackson, Topeka, KS 66612, and reconvene in Suite 530 at noon.

I. Call To Order

A. *Approve minutes from May 15, 2019* Lynette Olson, Chair p. 2

II. Requests

A. First Readings

- *Doctorate in Clinical Nutrition* KUMC p. 6

B. Other Requests

- *Act on Request for Approval to Change the Name of the Bachelor of Science in Technology Management* KSU p. 14

III. Council of Faculty Senate Presidents Update

Greg Schneider, ESU

IV. Other Matters

A. *Revised New Program Proposal Form* Jean Redeker, KBOR p. 15

B. *Informational items that do not require COCAO approval*
- *Potential new degree proposals*
- *Other* COCAO Members

C. *Spoken English Language Competency Report due September 27, 2019* Jean Redeker, KBOR

D. *Tilford Conference*
- *2018 Post Event Report* Kate McGonigal, FHSU p. 16
- *Discussion of Vision and Purpose* COCAO Members p. 26

V. Adjournment

Meeting of the University Press of Kansas Board of Trustees upon Adjournment of COCAO Lynette Olson, Chair

<i>Tentative COCAO Academic Year 2019-2020 Meeting Dates</i>				
Meeting Dates	Location	Lunch Rotation	Agenda Materials Due	New Program Requests due
September 18, 2019	Topeka	WSU	August 30, 2019	July 19, 2019
October 16, 2019	<i>Conference Call for degree programs only</i>			
November 20, 2019	Pittsburg State University	PSU	November 1, 2019	September 20, 2019
December 18, 2019	Topeka	ESU	November 29, 2019	October 18, 2019
January 15, 2020	Topeka	KU	December 27, 2019	November 15, 2019
February 19, 2020	Topeka	FHSU	January 31, 2020	December 20, 2019
March 18, 2020	University of Kansas Medical Center	KUMC	February 28, 2020	January 17, 2020
April 15, 2020	Kansas State University	KSU	March 27, 2020	February 14, 2020
May 20, 2020	Topeka	Washburn	May 1, 2020	March 20, 2020
June 17, 2020	Topeka	ESU	May 29, 2020	April 17, 2020

Council of Chief Academic Officers

MINUTES

Wednesday, May 15, 2019

The May 15, 2019, meeting of the Council of Chief Academic Officers was called to order by Chair Lynette Olson at 9:05 a.m. The meeting was held in Suite 530, located in the Curtis State Office Building, 1000 S.W. Jackson, Topeka, KS.

In Attendance:

Members:	Lynette Olson, PSU	David Cordle, ESU	Jeff Briggs, FHSU
	Carl Lejuez, KU	Charles Taber, KSU	Rick Muma, WSU
	Robert Klein, KUMC	JuliAnn Mazachek, Washburn	Jean Redeker, KBOR
Staff:	Sam Christy-Dangermond	Natalie Yoza	Cindy Farrier
Others:	Jon Marshall, Allen CC	Lori Winningham, Butler CC	Kim Krull, Butler CC
	Brad Bennett, Colby CC	Greg Schneider, ESU	Nancy Zenger-Beneda, Cloud County CC
	Steve Loewen, FHTC	Jill Arensdorf, FHSU	Adam Borth, Fort Scott CC
	Ryan Ruda, Garden City CC	Erin Shaw, Highland CC	Rick Moehring, JCCC
	Michael McCloud, JCCC	Brian Niehoff, KSU	Michael Calvert, Pratt CC
	Michael Fitzpatrick, Pratt CC	Cliff Morris, PSU	Kevin Bracker, PSU
	Ethan Erickson, KSU	Linnea GlenMaye, WSU	Michael Woodrun, PSU
	Spencer Wood, KSU	Tanya Gonzalez, KSU	Marc Malone, Garden City, CC

Chair Lynette Olson welcomed everyone.

Approval of Minutes

Rick Muma moved to approve the April 17th minutes. Following the second of David Cordle, the motion carried.

Second Program Readings

- FHSU – Bachelor of Arts in Environmental Geoscience
Jeff Briggs reviewed the degree program information and stated there have been no further comments since the first reading.

David Cordell moved to approve the Bachelor of Arts in Environmental Geoscience at FSHU. Following the second of Charles Taber, the motion carried. This degree proposal will be presented to the Council of Presidents at its meeting today.

- KSU – Bachelor of Science in Environmental Engineering
Charles Taber reviewed the degree program information and stated there have been no further comments since the first reading.

Jeff Briggs moved to approve the Bachelor of Science in Environmental Engineering at KSU. Following the second of Rick Muma, the motion carried. This degree proposal will be presented to the Council of Presidents at its meeting today.

Other Requests

- KSU - Request for approval to change the name of the Bachelor of Science in Human Development and Family Science degree was presented by Charles Taber. The degree will be called Bachelor of Science in Family Studies and Human Services.

Carl Lejuez moved to approve the above degree name change at KSU. Following the second of Jeff Briggs, the motion carried.

Council of Faculty Senate Presidents (CoFSP) Update

Clifford Morris, PSU, stated CoFSP will discuss the Student Advisory Committee Open Educational Resource proposal at its meeting today. CoFSP leadership will rotate with the June 19th meeting. Greg Schneider, ESU, will be the Chair and Jeff Jarman, WSU, will be the secretary.

COCOA thanked Cliff Morris and CoFSP for their service and dedication.

OTHER MATTERS

- The Revised New Program Proposal Form was presented by Jean Redeker. Clinical Sites section has been added. COCAO requested to add references to coordination with other institutions for clinical sites and the consortium agreement memo for clinical site affiliation. An updated form will be presented to COCAO at the June meeting.
- Proposed changes to COCAO's review of new degree programs was discussed. COCAO members were asked to discuss this issue with the appropriate individuals at their institution and propose a timeframe for informing institutions of proposed degree programs.

Discussion was held on the processes for each institution and when it would be best to bring the proposed program degree item to COCAO:

- When significant resources are being committed for renovation or for additional personnel
- When the appropriate university committee approves the proposed degree program
- During the 10-day review period before campus approval
- When the proposal has taken shape and significant discussion have taken place

By consensus, COCAO requested a standing information item on the agenda and each university will determine the appropriate time to bring forth the proposed program degree before submitting to KBOR.

- Informational items
 - FHSU is working on a Master's in Athletic Training degree program.
 - WSU is working on a Master's in Athletic Training degree program.
- Nomination of University Representative to serve on the Transfer and Articulation Council (TAAC) was presented by Sam Christy-Dangermond. TAAC has an opening for an at large faculty member from a university. E-mail your nomination by June 5th to Karla Wiscombe.
- The Inter-Institutional Memorandum of Understanding (MOU) of Clinical Affiliation Site Cooperation was discussed by COCAO. Charles Taber started the discussion with the history behind the MOU. The MOU is currently an agreement among KSU, WSU, and KUMC as a collaborative structure.

Discussion was held and included:

- Institution or individual responsible for maintaining the agreement
- Ability to amend the agreement to include other institutions

- Process for additional universities to be included in the current MOU
- Creation of a group to discuss and develop appropriate processes.

By consensus, COCAO requested for Charles Taber to facilitate the convening of the initial meeting. Each university is responsible for sending the appropriate individual to be involved in the discussion.

The Chair recessed the meeting at 9:53 am and reconvened at 12:24 pm.

- Qualified Admissions – Board Goal 2017 update was presented by Jean Redeker. The Qualified Admission working group reconvened throughout 2019 to explore additional options to admit otherwise qualified students who may not meet the ACT requirement for qualified admissions. The following recommendations will be forwarded to the Board. Changes are highlighted in grey.

<ul style="list-style-type: none"> • Current Freshmen Criteria – Under 21 • <i>Requirements for Accredited High School Graduate</i> 	Proposed Changes	
	ESU, PSU, FHSU, KSU, and WSU	ESU, PSU, FHSU, and WSU
ACT: 21+ <u>or</u> Rank in top third of class	ACT: 21+ <u>or</u> Cumulative GPA of 2.25	ACT: 21+ <u>or</u> Cumulative GPA of 3.25
Complete Precollege Curriculum with a 2.0 GPA (Resident)/2.5 GPA (Nonresident). Curriculum consists of: -English (4 units) -Math (3 units with ACT benchmark of 22 or 4 units with one taken in senior year), -Natural Science (3 units with one unit in chemistry or physics), -Social Science (3 units) -Electives (3 units) <i>Note: As part of the admission application, students list each high school course taken along with the grade.</i>	Units (but not specific courses) are recommended; units are not required.	Units (but not specific courses) are recommended; units are not required.
2.0 cumulative GPA on any college courses taken while in high school	2.0 cumulative GPA on any college courses taken while in high school	2.0 cumulative GPA on any college courses taken while in high school

Current Freshmen Criteria – Under 21 <i>Requirements for Accredited High School Graduate</i>	Proposed Changes <i>Accredited High School Graduate</i>
KU	KU
Cumulative GPA of 3.25 and ACT 21+ <u>or</u> Cumulative GPA of 3.0 and ACT 24+	Cumulative GPA of 3.25 and ACT 21+ <u>or</u> Cumulative GPA of 3.0 and ACT 24+
Complete the Precollege Curriculum as described above	Units (but not specific courses) are recommended; units are not required.
2.0 cumulative GPA on any college courses taken while in high school	2.0 cumulative GPA on any college courses taken while in high school

Discussion was held, and no action was taken as this is an informational item.

- Carl Lejuez requested the Tilford Conference discussion be tabled until June. By consensus, COCAO tabled the Tilford Conference discussion.

- COCAO thanked Jeff Briggs for his dedication and service as the Interim Provost for FHSU. Jeff has made great contributions to the higher education process and it is greatly appreciated.

Rick Muma moved to adjourn the meeting. Following the second of Charles Taber, the motion carried. The meeting adjourned at 12:25 pm.

New Program Summary
University of Kansas Medical Center
Doctorate in Clinical Nutrition

I. General Information

A. Institution University of Kansas Medical Center

B. Program Identification

Degree Level:	Doctorate
Program Title:	Clinical Nutrition
Degree to be Offered:	Doctorate in Clinical Nutrition (DCN)
Responsible Department:	Dietetics and Nutrition (DN)
Modality:	Online
CIP Code:	30.1901
Proposed Implementation Date:	Fall 2020

Total Number of Semester Credit Hours for the Degree: 48

II. Justification

A Doctorate in Clinical Nutrition (DCN) is an online, professional practice degree focused on producing:

- advanced-level practitioners in clinical nutrition;
- food and nutrition managers, administrators, and consultants;
- public health nutritionists; and
- transformational researchers in higher education.

Clinical dietitians work in clinical settings to provide patients with medical nutrition therapy to prevent chronic disease and to manage existing disease. Medical nutrition therapy involves individualized nutrition assessment, identification of nutrition problems that contribute to disease, evidence-based nutrition therapy to address identified nutrition problems, and nutrition counseling services for disease management (Academy of Nutrition & Dietetics).¹ Examples of patient conditions for which medical nutrition therapy has a strong evidence base include malnutrition, diabetes mellitus, chronic kidney disease, cardiovascular disease, cancer, and more. Furthermore, there is a strong demand for advanced practice clinical nutritionists among physicians, administrators, and other health care professionals who work with, hire, and supervise dietitians.

Graduates of the KUMC Doctorate in Clinical Nutrition (DCN) program would be rigorously trained to provide leadership in prevention, intervention, and treatment of chronic diseases at the individual and population level. DCN graduates would complete cutting-edge coursework, a work-based practicum, and an outcomes-based research project. Similar programs at KUMC follow this structural framework, including Doctor of Nursing Practice, Doctor of Nurse Anesthesia, Doctor of Physical Therapy, Doctor of Occupational Therapy, Doctor of Audiology, Doctor of Speech-Language Pathology, and Doctorate in Clinical Laboratory Science.

Advanced-level clinical nutrition practitioners are in demand as the healthcare industry increasingly requires higher levels of education to enter the field.² In fact, the Commission on Dietetic Registration recently changed the requirement for entry-level dietitians from a baccalaureate degree to a master's degree, effective January 1, 2024.³ Other health professions have already moved their requirements to a graduate level, including Physical Therapy, Audiology, and Occupational Therapy.

Lack of a DCN is a critical gap in the Dietetics and Nutrition program given the growing demand for advanced-level practitioners in clinical nutrition. Compelling reasons to be an early pioneer for the DCN are many, including:

- development of strong clinical and research skills that can be used to design and direct translational research in clinical settings;
- a gain in respect and credibility with other fields;
- increased critical thinking skills; and
- contributions to advances in the field of nutrition.

III. Program Demand:

A. Survey of Student Interest

Number of surveys administered:	<u>33</u>
Number of completed surveys returned:	<u>33</u>
Percentage of students interested in program: ...	<u>45%</u>

As formative work, the Department of Dietetics and Nutrition distributed a survey to a convenience sample of attendees at the Kansas Academy of Nutrition and Dietetics (KSAND) Annual Conference in Topeka on April 15, 2016. This is the state professional meeting for dietitians. Surveys were handed to 80 dietitians who visited the KUMC exhibit booth. Respondents either filled the survey while at the booth or returned it later that day. The results (n=54) indicated a strong interest in a DCN program and a preference for an online format. The information was used to formulate the proposed program.

In 2018, a revised survey was built in an online version. A unique Quick Response Code (QR code) was established and linked so that when an individual scanned the QR code with their smartphone, the survey auto populated in their phone. If preferred, a paper copy of the survey was also available. On April 2, 2018, the online survey was given to students currently enrolled in the Dietetics and Nutrition Master’s program (n=12) to gauge interest and test the online survey version. The convenience sample of students were graduating students enrolled in an advanced micronutrient class. Twenty-five percent of the students indicated that they would be interested in completing a DCN program. The top barriers noted were: *“I am not motivated for more school at this time”* and *“I would need to know the cost”*.

Given that the population of interest for the proposed DCN program is working dietitians, on April 6, 2018, registered dietitians (n=33) who attended the KSAND Annual Conference in Overland Park, KS were surveyed. Attendees who visited the KUMC exhibit booth were invited to scan the QR code and take the survey on their phone or complete a paper survey at that time. Forty-five percent of the dietitians expressed interest in completing a DCN.

B. Market Research

In recent years, interest in the role of food and nutrition in promoting health and wellness has increased, particularly as a part of preventative healthcare in medical settings. The importance of diet in preventing and treating illnesses is well known. More dietitians will be needed to provide care for people with these conditions. Moreover, as the baby-boom generation grows older and looks for ways to stay healthy, there will be more demand for dietetic and nutrition services.⁶

As early as 1993 in a regional survey of dietitians, 99% reported that a practice doctorate was important for dietitians and 55% expressed interest in attaining such a degree.⁷ In 1994, the American Dietetic Association identified development of practice-based doctoral programs as a priority.⁸ In 2006, a national survey of dietitians revealed strong interest in professional doctorate programs.⁹ A 2015 survey by the Accreditation Council for Education in Nutrition and Dietetics found that “credible advanced practice credentials remain important in raising the competency level of dietitians and to address the increasing rate of chronic and complex diseases”.¹⁰

There are currently only two other Doctorate in Clinical Nutrition programs in the country (Rutgers University and University of North Florida). Both existing programs are online and there are no residential DCN programs. Offering a DCN at KUMC will fill both a national need as well as the state-level need in Kansas.

IV. Projected Enrollment for the Initial Three Years of the Program

Year	Headcount Per Year		Sem Credit Hrs Per Year*	
	New Full-Time	New Part-Time	Cumulative Full-Time	Cumulative Part-Time
Implementation	5	7	120	84
Year 2	5	7	240	168
Year 3	10	14	360	252

*Credit hours based on 24/year for full time and 12/year for part-time.

V. Employment

According to the U.S. Department of Labor website, employment of dietitians is projected to grow 15 percent from 2016 to 2026, much faster than the average for all occupations.⁴ The demand for doctoral level dietitians is estimated to far outpace the supply.⁵ Graduates of other DCN programs have become:

- advanced-level practitioners in healthcare settings (acute care and outpatient settings);
- university faculty;
- research specialists; and
- senior management professionals in federal and state programs, industry, and non-profit organizations.

The Department of Veterans Affairs hired the most dietitians in 2017,¹¹ followed by Academic Medical Centers across the U.S. Dietitians with advanced degrees or certification in a specialty area enjoy better job prospects. For example, dietitians with doctoral degrees earn \$14 more per hour than those with a bachelor's degree.¹² The median salary for a dietitian is \$59,410 and those with clinical doctoral degrees average \$77,410 with many exceeding \$100,000 annually.¹³

VI. Admission and Curriculum

A. Admission Criteria

Admission criteria are listed below. Applicants must:

- Be a Registered Dietitian with current professional licensure (when required by their state).
- Have an earned Master's degree and currently employed as a dietitian (either full- or part-time).
- Complete the graduate application form, including letter of intent with professional goals.
- Achieved minimum graduate GPA requirements for admission to KUMC (3.0 on a 4.0 scale).
- Submit official transcripts from all colleges and/or universities attended with degrees conferred.
- Submit three letters of recommendation from supervisors, faculty, or advisors in the field.
- International students must reside in a country that has reciprocity with Commission on Dietetic Registration; Official TOEFL exam scores for international applicants must be sent directly to KUMC.

B. Curriculum

	Course Number & Title		SCH
Summer	DN XXX*	Interprofessional Collaboration	3
	DN 8**	Clinical Nutrition Core Elective	3
		<i>Summer Subtotal</i>	<i>6</i>
Fall	DN XXX	Nutrition Communication for Advanced Practice	3
	DN XXX	Leadership Essentials in Clinical Nutrition	2
	PRVM 853	Responsible Conduct of Research (Ethics)	1
	DN 8**	Clinical Nutrition Core Elective	3
		<i>Fall Subtotal</i>	<i>9</i>
Spring	NRSG 880	Org. Found Lead Change	3
	Biostats 714	Fundamentals of Biostatistics I	3
	DN XXX	Evidence Analysis in Clinical Nutrition	3
		<i>Spring Subtotal</i>	<i>9</i>
Summer	DN 810	Nutritional Assessment	3

	DN XXX	Research Protocol Development in Clinical Nutrition	1
	NURS 938	Informatics and Technology Applications	2
		<i>Summer Subtotal</i>	6
Fall	NRSG 919	Fdtns. for Leading & Communicating in Organizations	3
	BIOS 717	Fundamentals of Biostatistics II	3
	DN XXX	Advanced Clinical Nutrition Residency†	3
		<i>Fall Subtotal</i>	9
Spring	DN 8**	Clinical Nutrition Core Elective	3
	DN 990	Applied Research Project	6
		<i>Spring Subtotal</i>	9
		Total	48

DN = Dietetics and Nutrition; BIOS = Biostatistics; NURS = Nursing; PVRM = Preventive Medicine

* Courses in development

** Students select from among the following electives:

- DN 829 Nutrition in Aging
- DN 838 Advanced Medical Nutrition Therapy
- DN 839 Clinical Aspects of Nutrition Support
- DN 842 U.S. Public Health Nutrition
- DN 857 Motivational Interviewing in Health Settings
- DN 862 Maternal and Child Nutrition
- DN 865 Nutrition in Sport and Exercise
- DN 870 Health Behavior Counseling
- DN 875 Pediatric Clinical Nutrition
- DN 876 Interventions for the Prevention of Obesity
- DN 880 Dietary and Herbal Supplements
- DN 881 Introduction to Dietetics and Integrative Medicine
- DN 882 A Nutrition Approach to Inflammation and Immune Regulation
- DN 884 Diet, Physical Activity and Cancer
- DN 885 Nutritional Biochemistry
- DN 895 Advanced Macronutrients and Integrated Metabolism
- DN 896 Advanced Micronutrients and Integrated Metabolism
- DN 890 Nutrigenomics and Nutrigenetics in Health and Disease

† Students will self-select the clinical sites for their Advanced Clinical Nutrition Residency based on their geographical location and career interests. Regardless of the location of the clinical site, KUMC will obtain clinical affiliation agreements with each selected site.

VII. Core Faculty

Faculty Name	Rank	Highest Degree	Tenure Track Y/N	Academic Area of Specialization
Debra K. Sullivan, Ph.D., R.D.	Professor	Ph.D.	Y	Life Cycle Nutrition/Leadership
Jeannine Goetz, Ph.D., R.D., L.D.	Assoc. Prof.	Ph.D.	Y	Weight Management
Heather Gibbs, Ph.D., R.D., L.D.	Asst. Prof.	Ph.D.	Y	Medical Nutrition Therapy
Aaron Carbuhn, Ph.D., R.D., L.D., CSSD	Asst. Prof.	Ph.D.	Y	Sports Nutrition

Susan Carlson, Ph.D.	Professor	Ph.D.	Y	Maternal/Child Nutrition
Holly Hull, Ph.D.	Assoc. Prof.	Ph.D.	Y	Maternal/Child Nutrition
Sharon Peterson, Ph.D., R.D., L.D.	Clin. Instructor	Ph.D.	N	Nutrition Education
Leigh Wagner, Ph.D., R.D., L.D.	Clin. Instructor	Ph.D.	N	Integrative Nutrition
New Faculty/Program Director*	Clin. Assoc. Prof.	Ph.D.	N	Medical Nutrition Therapy
New Faculty (year 2)	Clinical Instructor	Ph.D.	N	Nutrition Support
Additional Faculty				
Jill Hamilton-Reeves, Ph.D., R.D., L.D., CSSD. Department of Urology	Assoc. Prof.	Ph.D.	Y	Nutrition and Cancer
Candice Rose, M.D. M.S. R.D. Department of Internal Medicine	Asst. Prof.	M.D.	Y	Endocrinology
Lauren Ptomey, PhD., R.D., L.D. Department of Internal Medicine	Res. Asst. Prof.	Ph.D.	N	Nutrition and Intellectual and Developmental Disabilities

Number of graduate assistants assigned to this program 0

VIII. Expenditure and Funding Sources

A. EXPENDITURES	First FY	Second FY	Third FY
Personnel – Reassigned or Existing Positions			
Faculty	\$ 44,780	\$ 46,123	\$ 47,045
Administrators (<i>other than instruction time</i>)			
Graduate Assistants			
Support Staff for Administration (<i>e.g., secretarial</i>)	\$ 1,075	\$ 1,107	\$ 1,140
Fringe Benefits (<i>total for all groups</i>)	\$ 16,049	\$ 16,530	\$ 16,865
Other Personnel Costs			
Total Existing Personnel Costs – Reassigned or Existing	\$ 61,904	\$ 63,760	\$ 65,050
Personnel – – New Positions			
Faculty	\$ 102,250	\$ 164,800	\$ 169,744
Administrators (<i>other than instruction time</i>)			
Graduate Assistants			
Support Staff for Administration (<i>e.g., secretarial</i>)			
Fringe Benefits (<i>total for all groups</i>)	\$ 29,050	\$ 57,680	\$ 59,410
Other Personnel Costs			
Total Existing Personnel Costs – New Positions	\$ 131,300	\$ 222,480	\$ 229,154
Library/learning resources			
Equipment/Technology	\$ 2,100		
Physical Facilities: Construction or Renovation			

Other	\$ 2,200		
Total Start-up Costs	\$ 4,300	\$ 0	\$ 0
Operating Costs – Recurring Expenses			
Supplies/Expenses	\$ 11,335	\$ 10,670	\$ 17,150
Library/learning resources			
Equipment/Technology			
Travel			
Other			
Total Operating Costs	\$ 11,335	\$10,670	\$ 17,150
GRAND TOTAL COSTS	\$ 208,839	\$ 296,910	\$ 311,354

B. FUNDING SOURCES (projected as appropriate)	First FY (New)	Second FY (New)	Third FY (New)
Tuition / State Funds	\$ 85,884	\$ 171,768	\$ 257,652
Student Fees	\$ 20,400	\$ 40,800	\$ 61,200
Other Sources			
GRAND TOTAL FUNDING	\$ 106,284	\$ 212,568	\$ 318,852
C. Projected Surplus/Deficit (+/-) (Grand Total Funding <i>minus</i> Grand Total Costs)	(\$ 102,555)	(\$ 84,342)	+ \$ 7,498

IX. Expenditures and Funding Sources Explanations

A. Expenditures

Personnel – Reassigned or Existing Positions

This program leverages existing classes in Dietetics and Nutrition (DN) as well as those currently being taught by faculty in the School of Nursing and School of Medicine at KUMC. The current DN faculty will continue to teach their existing classes and the new Doctorate in Clinical Nursing (DCN) students will join existing students.

Faculty experts in the KUMC School of Medicine co-mentor students when their expertise is desired. They have agreed to continue their role in this new program. Dr. Hamilton-Reeves teaches DN 884: Diet, Physical Activity and Cancer and mentors DN students who wish to pursue cancer research. Dr. Ptomey is an expert in diet and physical activity interventions for individuals with intellectual and developmental disabilities (IDD). She has taught several DN courses and routinely mentors MS students who are interested in IDD. Dr. Rose is a board-certified endocrinologist and also a Registered Dietitian; she mentors students interested in endocrinology areas.

The calculations for the FTE for existing faculty are listed below.

- Dr. Sullivan as Department Chair will oversee the program; this was estimated at 10%.
- Dr. Goetz teaches existing classes that will likely be taken as electives. It was assumed that she will teach one class per year where the new DCN students will enroll. A 3 semester credit hour course is calculated as 10%. The current existing student enrollment is 20 students, and, at most, 10 DCN students would take the class - - thus her curricular engagement is calculated at 5%.
- Drs. Gibbs, Carbuhn, Peterson and Wagner also teach existing classes that the new DCN students will join. It is anticipated they may teach 2 classes per year that DCN students will take and thus using the calculations above, they are estimated at 10% engagement.
- Drs. Carlson and Hull will participate in the orientation session for new students and also teach courses that are optional electives for this program and two other graduate programs (Nutrigenomics and Nutrigenetics in Health and Disease and Advanced Micronutrients and Integrated Metabolism). Using the calculations above, they are estimated at less than 10% engagement.

Personnel – – New Positions

According to the KBOR manual, KUMC should hire two new faculty to support the new graduate program. The institution is committed to supporting the DCN and has committed to support two new faculty positions. KUMC plans to hire:

- one new Ph.D. level faculty as a Clinical Associate Professor (\$83,000) in the fourth quarter of 2019 (so that this hire can begin developing the program).
- one new Ph.D. level Clinical Assistant Professor (\$77,000) in 2020.

These individuals will be doctorly prepared, Registered Dietitians who also have clinical experience. They will be fully committed to the DCN program and will develop and teach new classes. They will oversee the clinical residencies and outcomes research projects.

Start-up Costs – One-Time Expenses

Year 1: Purchase a new computer and office furniture for new faculty.

Operating Costs – Recurring Expenses

The DCN is modeled after the successful KUMC School of Nursing Doctorate of Nursing Practice. The students will attend an orientation program where they undergo experiential training in required skills and then return for a follow up visit to evaluate the skills after being in the program. The costs estimates are listed in the table below.

Expenses	Year 1	Year 2	Year 3
Orientation visit (meals & materials estimated at \$100/student)*	\$ 1,200	\$ 1,220	\$ 2,400
Nutrition focused physical exam training (\$65/student)*	\$ 780	\$ 780	\$ 1,560
Body composition training (\$50/student)*	\$ 600	\$ 600	\$ 1,200
Simulation space use, standardized patients, and staff (\$200/student)*	\$ 2,400	\$ 2,400	\$ 4,800
Nutrition Data System for Research (\$5,925 initial license + \$3,850 annual renewal in years 2 and 3).	\$ 5,925	\$ 3,850	\$ 3,850
Online Diet Manuals (adult, pediatric and sports @ \$175, \$175, and \$80 for initial license and then \$135, \$135, and \$70 for annual renewals.	\$ 430	\$ 340	\$ 340
Publication costs to defer student cost of publishing their research**		\$ 1,500	\$ 3,000
Total	\$ 11,335	\$ 10,670	\$ 17,150

*Students receive these trainings in their first year and there are 12 new students in Years 1 and 2 and 24 new students in Year 3.

** In the Evidence Analysis in Clinical Nutrition class, students will be expected to conduct an evidence analysis review and publish the results. The cost is estimated at \$1,500 per publication with one publication in year 2 and two in year 3.

B. Revenue: Funding Sources

Revenue will come from tuition and student fees as listed in Table VIII Section B. A fee of \$100/semester credit hour is included to

- provide unique experiential learning opportunities for students (simulation, nutrition focused physical exam, and advanced body composition);
- access to specialized software; and
- defray the publication costs for manuscripts that result from their evidence analysis class.

	Year 1	Year 2	Year 3
Tuition (\$421/credit hr)			
Full time	\$ 50,520	\$ 101,040	\$ 151,560
Part-time	\$ 35,364	\$ 70,728	\$ 106,092

Total	\$ 85,884	\$ 171,768	\$ 257,652
Student fees (\$100/hr)			
Full time	\$ 12,000	\$ 24,000	\$ 36,000
Part-time	\$ 8,400	\$ 16,800	\$ 25,200
Total	\$ 20,400	\$ 40,800	\$ 61,200
Total Revenue	\$ 106,284	\$ 212,568	\$ 318,852

Full time students take 24 credit hours/year and part time students take 12 credit hours/year.

Year 1 has 5 full time and 7 part-time students.

Year 2 has 10 full time (5 new; 5 returning) and 14 part-time students (7 new; 7 returning).

Year 3 has 15 full time (10 new; 5 returning) and 21 part-time students (14 new; 7 returning).

C. Projected Surplus/Deficit

The program will be in the deficit in Years 1 and 2, but then has a surplus in Year 3 and thereafter.

X. References

1. Academy of Nutrition and Dietetics (2018). *Registered Dietitians and Medical Nutrition Therapy Services*. Retrieved from <https://www.eatright.org/food/resources/learn-more-about-rdns/rdns-and-medical-nutrition-therapy-services>
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May 25, 2019

Dr. Jean Redeker
Vice President, Academic Affairs
Kansas Board of Regents
1000 SW Jackson St., Ste. 520
Topeka, KS 66612

Dear Dr. Redeker:

I am writing to request approval for changing the name of our BS degree in Technology Management. This program is housed in the School of Integrated Studies at the K-State Polytechnic Campus. The School has received internal approvals to change the BS degree name to more clearly describe the content of the degree program. We are requesting approval to change the name of the BS degree to be the *BS in Applied Business and Technology*. Along with the name change, the program was expanded with a few curricular changes to now offer two options in the program – technology management and applied business. The previous name of Technology Management was not suitable with the curricular changes and the addition of the applied business option. The new name provides a more descriptive title of the new direction of the program.

Please let us know if you have any questions.

Sincerely,



Charles S. Taber, Ph.D.
Provost and Executive Vice President
Professor of Political Science

cc: Alysia Starkey, Interim Dean, K-State Polytechnic
Terri Gaeddert, Head, School of Integrated Studies
Brian Niehoff, Associate Provost for Institutional Effectiveness

Program Approval

I. General Information

- A. Institution** [Name of Institution]
- B. Program Identification**
- Degree Level: [Bachelor's, Master's, or Doctoral Program]
- Program Title: [Title of Program]
- Degree to be Offered: [Complete Title of Degree]
- Responsible Department or Unit: [Name of College/School/Department/Unit/Etc.]
- CIP Code: [CIP Code Number]
- Modality: [Face-to-Face, Online, Hybrid, Etc.]
- Proposed Implementation Date: [Date program is to be offered for enrollment]

Total Number of Semester Credit Hours for the Degree: [# of semester credit hours for program]

II. Clinical Sites: Does this program require the use of Clinical Sites? [yes/no]

If “yes,” please provide an explanation below regarding location, use, and, expected demand. Also address results of discussions with other universities on cooperating for clinical site placement. Please also state if your institution is party to the Inter-institutional Non-Binding Memorandum of Understanding for Clinical Affiliation Site Cooperation.

[Please limit to approximately 500 words; place your Clinical Sites information here.]

III. Justification

[Please limit to approximately 500 words; place your Justification here.]

IV. Program Demand: Select one or both of the following to address student demand:

A. Survey of Student Interest

Number of surveys administered: _____

Number of completed surveys returned: _____

Percentage of students interested in program: ... _____

Include a brief statement that provides additional information to explain the survey.

B. Market Analysis

[Please limit to approximately 500 words; place your Market Analysis here.]

2018 Michael Tilford Conference on Diversity and Multiculturalism

Post-Event Report
October 22 & 23, 2018

Kate McGonigal, Ph.D.
Fort Hays State University
Department of Sociology

SECTION I: EVENT INFORMATION

Event Name: 2018 Michael Tilford Conference on Diversity and Multiculturalism

Event Organizer/Host: Fort Hays State University_____

Event Chair: Kate McGonigal, Ph.D., FHSU Department of Sociology

Event Start Date: October 22, 2018 Event End Date: October 23, 2018

Event Web Address: <https://www.fhsu.edu/tilfordconference/>

Event Type: Conference
Event Frequency: Annual

Primary Event Facility: Fort Hays State University
Memorial Student Union, Beach-Schmidt Auditorium

2017 Conference Dates: October 23 & 24

Last Primary Event Facility: Fort Hays State University

FINAL GROUP ACTUALS:

2018	Fort Hays State University	200
2017	Fort Hays State University	178
2016	Pittsburg State University	154
2015	Pittsburg State University	133
2014	Emporia State University	157
2013	Emporia State University	139
2012	Kansas State University	264
2011	Kansas State University	264
2010	University of Kansas	275
2009	University of Kansas	225

REGISTRATION INFORMATION:

	2018	2017	2016	2015	2014	2013	2012
Pre-Registered Attendees	207	194	171	160	175	157	286
On-Site Registrations	22	4	1	2	2	0	22
Cancellations & No Shows	29	20	18	29	20	1/17	44
Total Attending	200	178	154	133	157	139	264

GROUP PROFILE FOR 2018

Institution	Pre-Registered	Attended	No Shows	On Site Registration
Butler Community College	2	2	0	0
Cloud County Community College	2	2	0	0
Dodge City Community College	2	1	1	0
Donnelly College	1	2	0	1
Emporia State University	24	17	7	0
Fort Hays State University	100	95	15	13
Hutchinson Community College	3	3	0	0
Johnson County Community College	1	1	0	0
Kansas Board of Regents Representative	1	1	0	0
Kansas State University	30	32	0	2
Metropolitan Community College	0	1	0	1
Neosho County Community College	1	1	0	0
Ottawa University	1	1	0	0
Pittsburg State University	6	6	0	0
Salina Area Technical College	1	1	0	0
Seward County Community College	8	7	1	0
University of Kansas	9	11	0	2
Washburn University	10	8	2	0
Wichita State University	5	8	3	3
TOTAL	207	200	29	22

SECTION II: SESSIONS INFORMATION

Monday, October 22, 2018 7:00-8:15pm	Evening Keynote Speaker Beach-Schmidt Auditorium John Quinones “Standing on the Shoulders of Others: How Education Saved My Life”
Tuesday, October 23, 2018 9:45-10:50 am	Morning Keynote Speaker Beach-Schmidt Auditorium Dr. Mike Middleton “Recent Unrest at Mizzou: Lessons Learned and Connections Made”
11:10am-Noon	Workshops-Memorial Union Conference Rooms
Stouffer Lounge	“Establishing a new major in Ethnic, Gender and Identity Studies” Ellen Hansen and Heidi Hamilton, Emporia State University
Black & Gold I	“Changing Agricultural Demographics: Keys to Success in Diversity Programming and Recruitment” Tiffany Carter, Lonnie Hobbs, Jr., and Zelia Wiley Kansas State University
Black & Gold II	“Building Capacity for Institutional Diversity: A Framework for Higher Education” Mauricio Gomez Montoya and Precious Porras University of Kansas
Pioneer Room	“Creating an Office for First-Generation Student Services” Rebecca Paz and Stephanie Bannister, Kansas State University
Prairie Room	“Beyond Buzzwords: Operationalizing Equity and Inclusion” Jennifer Hamer, University of Kansas
Trails Room	“Equal Access Through Universal Design” Muffy Walter, Kelly McClendon, and Cheryl Childers, Washburn University
Smoky Hill Room	“Lessons Learned from Teaching a Course About Diversity” Patricia Dahl, Washburn University
Cody Commons	“A Social Belonging Faculty Development Intervention” Tim Crowley and Andrew Feldstein, Fort Hays State University
Field Conference Room Sheridan Hall	“What is Race: Contemporary Perspectives on the Ontology of Race” Samuel “Rob” Byer, Fort Hays State University
1:00pm-1:50pm	Workshops-Memorial Union Conference Rooms
Stouffer Lounge	“Invisible Walls: How Understanding Barriers to Student Success Leads to More Empathetic Advising Practices” Michael Chavez and Rosana Godinez, University of Kansas
Black & Gold I	“Kansas Collaboration: Kansas Louis Stokes Alliances” Brenne King and Zelia Wiley, Kansas State University
Black & Gold II	“We are not in Kansas anymore: Case Studies in the Student

Development of Self-Efficacy and Cultural Competency”
Betsy Crawford and Elodie Jones, Fort Hays State University

Pioneer Room	<p>Poster Session</p> <p>“Veterans as a Population: Correcting Misconceptions & Increasing Awareness” Christopher Stone, Emporia State University & Jennifer Stone, Wichita State University</p> <p>“The Other Half: Meeting Women Composers through Flute Music” Denissa Rivas de Munguia, Pittsburg State University</p> <p>“Promoting sense of belonging of international student in American campuses; A Focus on creating inclusive campus community” Catherine Ayantoye, Emporia State University</p> <p>“The Fuse: An Unscripted Movement” Bobby Barry and Ricki Ellison, Wichita State University</p> <p>“Flipping the Script: A Fresh Look at the Issue of Faculty Retention & Gender-Based Bullying and Sexism in the Workplace” Browyn Conrad, Pittsburg State University</p>
Prairie Room	<p>“Academic & Cultural Challenges of New International Graduate Students” Eli Aba and Tatianna Goris, Pittsburg State University</p>
Trails Room	<p>“The K-State Story: A Culturally Competent Campus through Intercultural Immersion Experiences” Aliah Mestrovich Seay and Madai Rivera, Kansas State University</p>
Cavalry Room	<p>“If You Can See It, You can Be It: Highlighting Perspectives and Challenges of Graduate Students of Color” Vivian Mosier, Kimberly Nguyen, & Gaelynn Wolf Bordonaro, Emporia State University</p>
Smoky Hill Room	<p>“Integrating International Students into Internationalization” Helen Robson, Fort Hays State University</p>
Cody Commons	<p>“The Impact of Advocacy Participation & Self-Awareness on the MC Counseling Competency of Graduate Students” Elliot Isom, Fort Hays State University</p>
Meadowlark Room	<p>“Servicing Mix Generation Identity Students” Robert Page, Metropolitan Community College</p>

2:00pm-2:50pm	Dr. Julie Middleton	Union Ballroom-Plenary Session
3:00pm-3:50pm	Institutional Focus Groups	Break Out Sessions
3:40pm-4:00pm	Closing Session	Remarks & Adjournment

SECTION III: HOTEL INFORMATION

Hampton Inn, TownPlace Suites, and Best Western Inn, Hays, Kansas

Housing Reservation Method	Reservations made with Managers at each
Published Cut-Off Date	October 12, 2018
Room Rates	State Rate/Tax Exempt
Block	15 rooms each (total 45 rooms)

SECTION IV: FOOD & BEVERAGE INFORMATION

FOOD & BEVERAGE SUMMARY

Date	Function	Type	Total
10/22/2018	Opening Reception	Light Supper	\$2353.75
10/23/2018	Conference	Breakfast	\$450.00 (remainder of cost paid by FHSU sponsor departments)
10/23/2018	Conference	Lunch	\$3250.00
10/23/2018	Conference	Afternoon Snacks	\$1092.00

FOOD & BEVERAGE EXPENSE SUMMARY

Date	Total
2018	\$7145.75
2017	\$9,210.50
2016	\$7,008.20
2015	\$5,561.90
2014	\$6,928.23
2013	\$6,665.45
2012	\$12,834.60
2011	Not available

Food and Beverages as Percentage of Total Expenses from Tilford Conference Budget

Year	Host Institution	Food and Beverage Expenses	Total Expenses	% of Total Expenses
2018	Fort Hays State	\$7145.75	\$13,719.75 ¹ /\$30,740.32 ²	52.08% ¹ /41.98% ²
2017	Fort Hays State	\$9,210.50	\$19,685.92	46.78%
2016	Pittsburg State	\$7,008.20	\$19,210.01	36.48%
2015	Pittsburg State	\$5,561.90	\$15,718.05	35.38%
2014	Emporia State	\$6,928.23	\$22,303.94	17.61%
2013	Emporia State	\$6,665.45	\$25,354.57	26.28%
2012	Kansas State	\$12,834.60	Did Not Report	Unavailable
2011	Kansas State	Did Not Report	\$36,783.75	Unavailable

¹Total Expenses paid for solely by Tilford Conference Budget. Percentage of Total Expenses that Food and Beverages Expenses paid for solely by Tilford Conference Budget.

²Total Expenses when Fort Hays State University contributions to the Conference are combined with Tilford Budget. Percentage of Total Expenses paid for by Tilford Conference Budget and FHSU Contributions to the Conference.

Itemization of Expenses Paid Directly by FHSU (Not Paid by the Tilford Conference Budget)

Half of Speaker fee for John Quinones	\$10,000.00
Breakfast on 10/23 paid by FHSU departments	\$2,100.00
Two-thirds of Middleton's speaker fee	\$4,666.66
Middleton's hotel charges	\$254.66
Total FHSU Contributions to the Conference:	\$17,021.32³

³Contributions were solicited by Dr. K. McGonigal from the FHSU Provost's Office, the Assistant Provost's Office, college deans, and department chairs.

Payment for FHSU Entertainment at the 2018 Tilford Conference

Pianist (Monday reception/Tuesday luncheon)	\$200.00 ⁴
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⁴The pianist was the only entertainment during the 2018 Tilford Conference.
Pianist was paid in full by a donation from a FHSU conference participant.
No Tilford Budget funds or FHSU contributions were used to pay for 2018 entertainment.

SECTION V: FUNCTION SPACE INFORMATION & PARKING

FACILITY INFORMATION

Facility: Fort Hays State University Memorial Union, Beach Schmidt Auditorium
 Contact: Misty Graham, mlgraham2@fhsu.edu, (785) 628-5305
 Catering: Chartwells
 Contact: Kim Barnes, kim.barnes@compass-usa.com, (785) 628 -5396

2018 FUNCTION INFORMATION

Space	Use	Fee
Memorial Union Ballroom	Monday, October 22 Reception	\$0
Beach Schmidt Aud.	Monday, October 22 Keynote Speaker	\$0
Beach Schmidt Aud.	Tuesday, October 23 Keynote Speaker	\$0
Memorial Union Ballroom	Tuesday, October 23 Workshops/Speaker	\$0

PAST FUNCTION SPACE INFORMATION

Year & Location:	Cost
2018 Fort Hays State University Beach Schmidt, Union	\$0.00
2017 Fort Hays State University Sternberg, Beach Schmidt, Union	\$0.00
2016 Bicknell Center Student Center	\$0.00
2015 Bicknell Center & Student Center	\$9.19
2014 Emporia Arts Council	\$591.00
2014 Emporia State University	\$1,200.00
2013 Emporia State University	\$1,126.00
2013 Emporia Arts Council	\$581.50
2013 Granada Theatre	\$400.00
2012 Kansas State University	\$1,725.00

PARKING INFORMATION

Year	Permits Needed	Fee
2018	0	\$0
2017	0	\$0
2016	0	\$6.00
2015	0	\$0.00
2014	Not Unavailable	Not Unavailable
2013	83	\$166.00
2012	86	\$457.00
2011	83	Not Available

Room Setup for the Largest Function:

FHSU Memorial Student Union

Was a registration area(s) required? Yes

Number of Registration Areas: 1

Registration Area: Monday Evening & Tuesday until Event Close
 FHSU Memorial Student Union Ballroom Lobby

SECTION VI: CONFERENCE ORGANIZATIONAL COSTS

PROMOTIONAL ITEMS INFORMATION

Item	Info	Total Cost
Programs (Printing)	FHSU Print Shop	\$501.04
Name Badges	Northwestern Printers	\$71.00

Supplier Type	Supplier Name	Final Billing
Name Badge Holders	Hays Conv & Visitor Bureau	\$0.00
Welcome Bags/Pens/Inserts	Hays Conv & Visitor Bureau FHSU University Relations & Marketing	\$0.00

FHSU PLANNING OTHER EXPENSES & ITEMIZED COSTS

Balance of speaker fee for John Quinones (paid by other sources-FHSU Offices of Academic and Student Affairs - \$10,000)	\$0.00
Hotel Charges in Hays for Julie and Mike Middleton - two nights (paid by other sources-FHSU Information Technologies Services-\$254.66)	\$0.00
Hotel Charges for John Quinones - one night	\$132.68
Laura Reimer (Sign Language Interpreting)	\$300.00
Michael Walker (assistance with creation and monitoring of website) \$500 fee + 188.44 w/ taxes	\$688.44
Lynette Olson (assistance with publication of event) \$150 fee + 188.45 w/taxes	\$338.45
Printing Services	\$501.04
Julie and Mike Middleton (reimbursement for meals, mileage and speaker fee)—paid for by FHSU Sources	\$473.92
Tiger Media Network (recording presentations)	\$90.00

PRESENTER FEE SUMMARY

Year	Total Fees from Tilford Budget
2018	\$11,645.13 JQ + \$473.92 M&JM= \$12,119.05
2017	\$8671.00
2016	\$9,258.81
2015	\$5,989.70
2014	\$5,550.00
2013	\$8,704.73
2012	\$12,000.00

HOST INSTITUTION PER CAPITA EXPENSES

Year	Host Institution	Total Expenses	Attendance	Per Capita
2018	Fort Hays State ¹	\$13,719.75 ² /\$30,740.32 ³	200	\$68.60 ² /\$153.70 ³
2017	Fort Hays State ¹	\$19,685.92	178 ⁶	\$110.60
2016	Pittsburg State ⁴	\$19,210.01	154	\$124.74
2015	Pittsburg State ⁴	\$15,718.05	133	\$118.18
2014	Emporia State ⁵	\$22,303.94	157	\$142.06
2013	Emporia State ⁵	\$25,354.57	139	\$182.40
2012	Kansas State ⁴	Unavailable	264	Unavailable
2011	Kansas State ⁴	\$36,783.75	264	\$139.33

PAST TOTAL MEETING REVENUES				
Year	Roll over from previous year	Registration Revenue	Meeting Expenses	Meeting Balance
2018	\$3902.47	\$34,500	\$13,719.75 ^{1/2} /\$30,740.32 ³	\$24,682.72 ¹
2017	\$34,135.73 ³	\$0	\$29,685.92 (19,685.92=2017, \$10,000 = 2018) ⁴	\$3,902.47 ⁴
2016	\$18,945.74	\$34,300	\$19,210.01	\$34,035.73
2015	\$34,663.79	\$0	\$15,718.05	\$18,945.74

	Meeting Revenue	Meeting Expenses	Meeting Balance
2014	\$56,967.73	\$22,303.94	\$34,663.79
2013	\$46,775.00	\$25,354.57	\$21,420.43
2012	Not Available	Not Available	Not Available
2011	\$47,990.12	\$36,783.75	\$11,206.37

SECTION VII: FUTURE EVENT DATES INFORMATION: 2019

Next Host Institution: University of Kansas, Jennifer Hamer-Chair

¹ Information referenced from the 2018 Budget Excel File from the FHSU Provost's Office.

² Expenses paid for strictly from the Tilford Budget-excludes the contributions by FHSU Resources.

³ Total Expenses paid for combined Tilford Budget and FHSU Contributions.

⁴ Information referenced from the 2017 Post Event Report from Fort Hays State University faculty, K. McGonigal.

⁵ Information provided by Emporia State University, S. Lidzy.

PROPOSAL FOR THE VISION AND PURPOSE OF THE MICHAEL TILFORD CONFERENCE ON DIVERSITY AND MULTICULTURALISM REPORT

Council of Chief Diversity Officers:

Deatrea Rose, Chair, Pittsburg State University

Dr. Jennifer Hamer, University of Kansas

Dr. Bryan Samuel, Kansas State University

Lynn Hobson, Emporia State University

Dr. Taylor Kriley, Fort Hays State University

Dr. Marche Flemming-Randle, Wichita State University

Dr. Jennifer Keeton, University of Kansas Medical Center

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Introduction

Inequity in higher education access, retention, and academic outcomes are a historical and persistent problem across the U.S. Disparities exist between groups by race and ethnicity, gender, disabilities, veteran status, income, and other social differences that provide greater benefit to some relative to others. Despite best intentions, institutions of public higher education have yet to create a system where students have equitable opportunity for success despite social differences. Yet the need for equity grows greater each year as demographics and employer needs change. Public higher education constituencies are becoming more diverse and students must be prepared for leadership and careers in an increasingly global workforce and society.

In 1988, with Kansas Board of Regent’s (KBOR) establishment of an annual conference dedicated to diversity and multiculturalism, Kansas established itself as a national leader in this area. In this past year, KBOR took an additional step to heighten attention to diversity equity and inclusion in public higher education. It created the Council of Chief Diversity Officers (CCDO) to more purposely address diversity, equity, and inclusion concerns. Specifically, the mission of the CCDO is to better define the collective diversity, equity, and inclusion goals of KBOR institutions, provide strategic vision and guidance for policies and practices related to these goals, and serve as the primary resource on diversity, equity, and inclusion in higher education for the state of Kansas.

This document represents the first step of the CCDO to build a stronger and dynamic foundation for leadership on matters of diversity, equity, and inclusion in higher education in the state of Kansas. Specifically, this includes an exploration of the purpose and strengths of the Michael Tilford Conference on Diversity and Multiculturalism and consideration of how it can be optimized to best align with priorities outlined in [Foresight 2020: A 10-Year Strategic Agenda for the State’s Public Higher Education System](#).

In this document, the CCDO offers the following:

1. Reconceptualization and clarification of the vision and purpose of the Tilford Conference
2. Organization, planning, and metrics for the annual Tilford Conference

About the Michael Tilford Conference: A Snapshot

In 1988, the Kansas Board of Regents created a statewide committee to begin looking into the relationship between diversity and the recruitment and retention of students, with the goal of building greater diversity into the curriculum. Beginning in 1994, KBOR and its Diversity and Multiculturalism Committee offered a KBOR Conference on diversity. The conference became an annual event and, beginning in 1996, was titled the Michael Tilford Conference on Diversity and Multiculturalism. The theme of the annual conference has varied with host institutions and has ranged from recruitment and retention of underrepresented racial/ethnic minority faculty, improving the pipeline for URM graduate students, and best practices of recruitment and retention of URM students and a call for a focus on professional degrees. Criteria for attendance has also varied over time, from academic chairs only; faculty, staff, and administrators; to the inclusion of graduate teaching assistants. Regardless of the specific participants, the conferences have generally included KBOR institutions, with the invitation extended to Kansas community colleges in 2009. The conference has historically attracted approximately 200 participants annually and, from our view, has enabled attendees to engage in the activities listed above. Currently the conference is held annually and rotates every two years among KBOR institutions.

Current Focus

According to the [current website](#), the Michael Tilford Conference provides an opportunity for faculty, staff, and administrators at Kansas Board of Regents institutions to approach diversity in higher education by examining the challenges and opportunities in Kansas including:

- Inspire awareness of multiple dimensions of diversity, related practices of inclusion, and the transformation of higher education in Kansas.
- Participate in workshops to learn about challenges and strategies for teaching diverse populations on Kansas campuses.
- Share your passion for teaching and interacting with students from all backgrounds.

Goals of the conference include:

- Listening to visionary leaders who will inspire you to promote equity and awareness at your institution.
- Participating in workshops to learn about challenges teaching diverse populations on Kansas campuses.
- Sharing your passion for teaching and interacting with students regardless of race, gender, religion, and national origin.

Proposal for the Vision and Purpose of the Tilford Conference Here Forward

The Council of Chief Diversity Officers recommends the Tilford Conference be revised to emphasize the intersections of diversity, equity, and inclusion in higher education to best meet the reality of shifting demographics; provide the basis for innovative thinking, technology, and research; and meet the demands of employers who are increasingly seeking graduates prepared for 21st century global citizenry. The core of our ability to accomplish all of the above rests upon this collective vision and our willingness and ability to share knowledge and expertise that directly impacts how we operationalize policies and programs toward our goals. The Tilford Conference will serve as the primary vehicle for this necessary work. Beginning in Fall 2019, the Tilford Conference will serve to accomplish the following:

1. Offer annual professional development opportunities for faculty, staff, and administrators engaged in working with our undergraduate and graduate populations that can be applied to home institution learning and living spaces;
2. Share theoretical, empirical, and applied research on diversity, equity, and inclusion in higher education subject areas with particular emphasis on the Kansas and the US experience;
3. Offer annual professional development on the recruitment, retention, and advancement of a diverse workforce in higher education, including tangible strategies and initiatives that can be applied to campus environments.
4. Identify existing and developing expertise in the state of Kansas on complex matters of diversity, equity, and inclusion in Kansas higher education;
5. Identify and articulate shared problems, visions, and goals;
6. Deliver collaborative approaches to professional development for faculty, staff, administrators, and teaching assistants so that campuses better support student experiences and outcomes; and
7. Center the state of Kansas as a national diversity, equity, and inclusion public higher education resource and model for 21st century demographic and economic realities.

The Tilford Conference will support the ability of the Council of Chief Diversity Officers to facilitate greater diversity and equity within and across Kansas higher education institutions; identify and foster the implementation of shared professional standards of equity and inclusion in higher education work and learning spaces; and establishing metrics that maintain accountability within and across institutions.

Organization, Planning, Rotation and Assessment of the Annual Tilford Conference

Planning and implementation of the annual Tilford Conference will be organized as a collaborative effort founded in vision and mission set forth by the Council of Chief Diversity Officers (see Figure 1).

Organization and Planning

The Council of Chief Diversity Officers will lead the planning and realization of Tilford Conference by identifying themes, topical issues, diversity, and inclusion matters to be addressed during the conference. The conference will provide a forum for discussion, critical dialogue, exchange of information, and skill development that can be applied to respective institutions. The revised Tilford Conference will be open to all state of Kansas public institutions of higher education and provide opportunity for k-12 engagement, especially as it relates to preparation for and transition from high school to secondary education. Conference activities will also be open to others outside of the state of Kansas. A nominal fee will be utilized for external participants to offset costs.

The state-wide team will support the conference by nominating potential speakers and encouraging participation from their respective constituencies, neighboring institutions, and varying networks.

The host institution, assisted by the state-wide planning team, will be responsible for operationalizing the Tilford Conference. It will work within CCDO parameters to develop the call for submissions for proposed papers and panels, workshops, and other activities as appropriate; distribute and receive all submissions; and

work with the state-wide team to review and evaluate all proposals. The host institution will also lead the logistical planning and utilization of facilities and institutional resources, create the agendas, plan all meals, and other conference related activities.

The host institution will organize the conference agenda and make final decisions on activities related to the conference implementation and work to insure the Tilford Competencies are incorporated into programs, strategies, and initiatives of their respective campuses.

Institutional Host Rotation

The annual event will continue a two-year rotation from one KBOR institution to another. The last institution to host the conference will fall to the bottom of the rotation order (see Figure 2). Fort Hays State University, for example, hosted the conference in 2017 and 2018. This means that Fort Hays State now falls to the bottom of the rotation order. The University of Kansas will host the conference in 2019 and 2020.

Assessment of Conference Goals

1. Number of registrants that participate in Tilford Conference sponsored professional development opportunities by the following categories: students, faculty, staff, administrators, k-12
2. Number of scholarly submissions/number of accepted submissions
3. Number of scholarly submission/number of accepted submissions that focus on the Kansas experience
4. Number of scholarly/research-based submissions by the following categories: students, faculty, staff, k-12
5. Evaluation of usefulness of professional development opportunities, panels, and other conference activities by participants
6. Application of conference activities to participants' home institutions
7. Application of conference activities at home institutions by participants
8. Number of research-based applications that inform CCDO priorities
9. Number of collaborative or cross KBOR institution activities that are fostered by Tilford-related activities

Assessment of Efficiency and Operational Success

1. Number of submissions
2. Acceptance rate
3. Attendance and participation by targeted constituencies/ and per KBOR institution
4. Duration of the submission and submission review stage
5. Participation of KBOR institutions
6. Number of call for papers distributed and forum through which they were distributed
7. Total costs per attendee/per KBOR institution
8. Application of conference learning to KBOR home institutions
9. Number of visitors to website
10. Conversion rate i.e. number of visitors who registered and/or submitted a paper

FIGURE 1

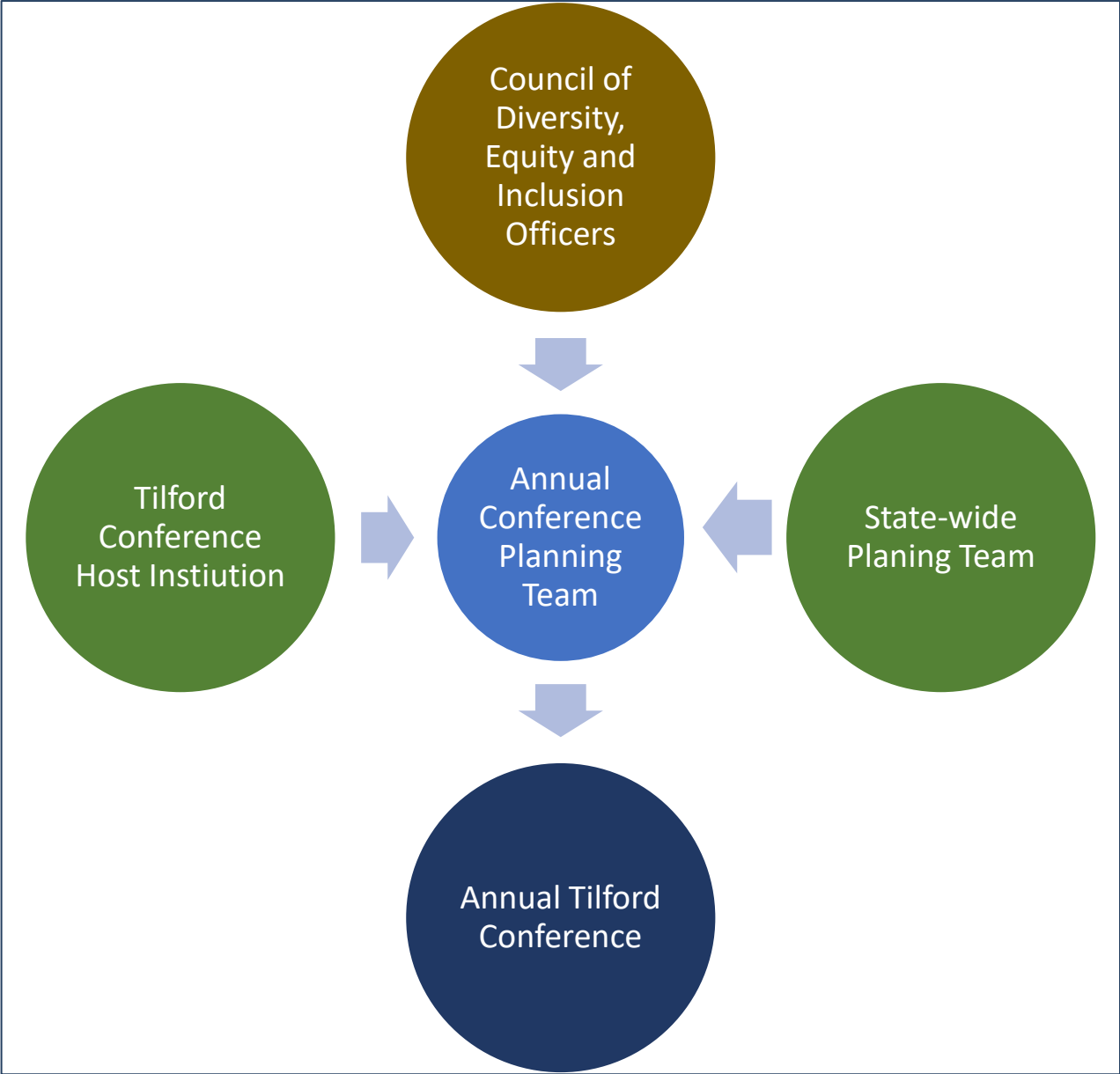
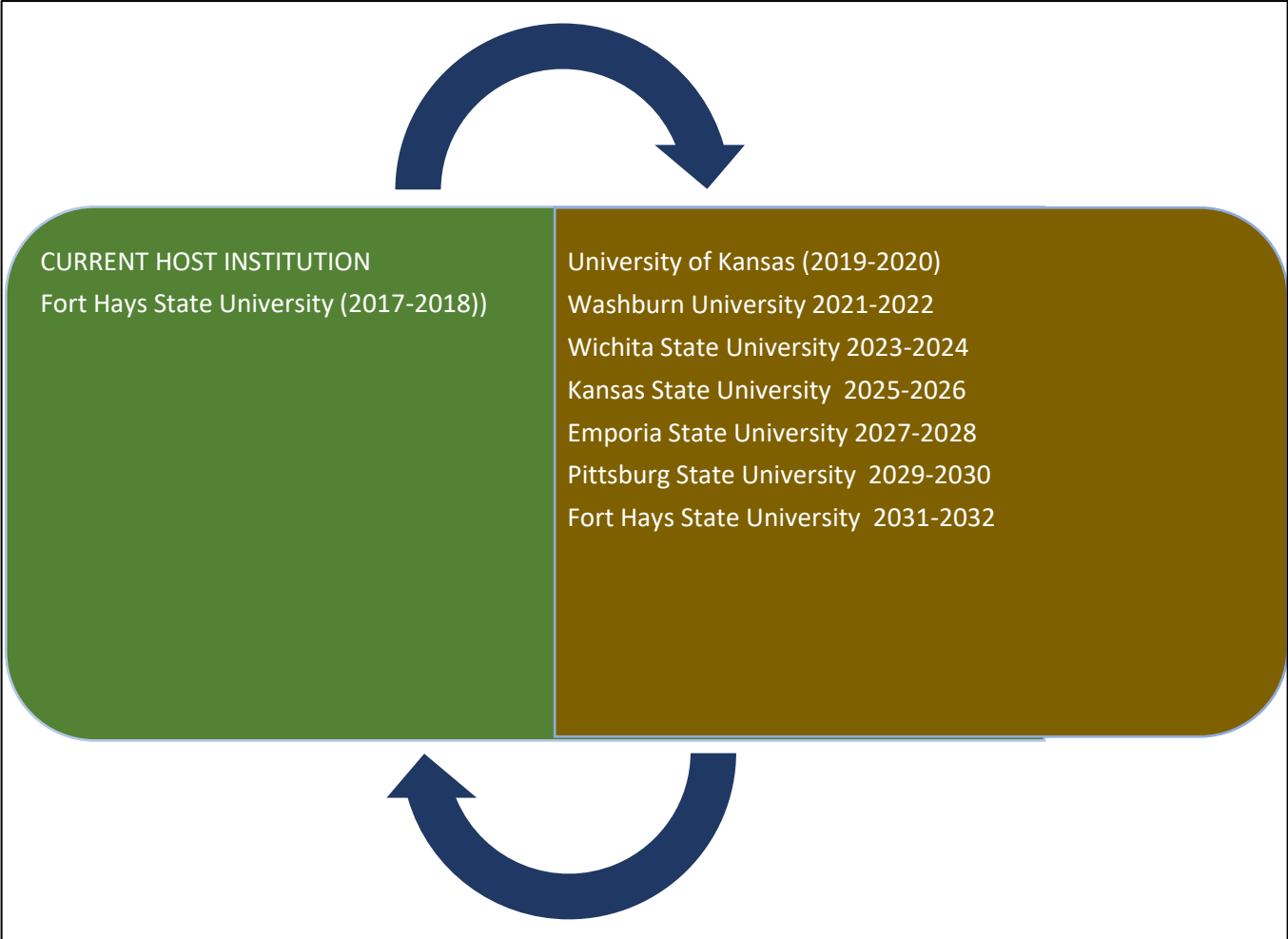


FIGURE 2



To: Regents Chief Academic Officers (Delivered via Dr. Jean Redeker)
From: Carl W. Lejuez, Interim Provost at the University of Kansas
Re: Summary of Documents Provided from the Council of Chief Diversity Officers (CCDO; See List Below)
Date: Jan 28, 2019
For: Discussion by CAOs via email (through Dr. Redeker) and at Lunch at the February KBOR meeting

Document #1: Proposal for the Vision and Purpose of the Michael Tilford Conference on Diversity & Multiculturalism

- The goal of this document is the exploration of the purpose and strengths of the Michael Tilford Conference on Diversity and Multiculturalism
 - Placement of its role as a central effort of the **CCDO**
 - Consideration of how its best organization and plan for sustainability and evaluation
 - Plan to optimize to best align with priorities outlined in Foresight 2020: A 10-Year Strategic Agenda for the State’s Public Higher Education System
 - In this way, there is a need for the reconceptualization and clarification of the vision and purpose of the Tilford Conference
 - There needs to be plans to organize, plan, and collect data (based on appropriate metrics) for the annual Tilford Conference
 - Attendees has varied but tends to be around 200 individuals with attendees primarily from the host institution (hosted by same institution for two consecutive years followed by rotation across
- See document for a useful history of the Conference (some highlights listed below):
 - In 1988, KBOR created a statewide committee to begin working on issues related to diversity and multiculturalism
 - In 1994 this morphed into a conference (named after MT in 1996)
 - Theme has varies across the years with focus shifting from students, faculty/staff
- Current focus and goals as outlined on the [website](#) is somewhat diffuse. All reasonable goals, but lacking overarching focus. There is a theme of impacting culturally competent teaching in both the focus and goals.
- Proposed focus by CCDO
 - Emphasize the intersections of diversity, equity, and inclusion in higher education to best meet the reality of shifting demographics;
 - Provide the basis for innovative thinking, technology, and research; and
 - Meet the demands of employers who are increasingly seeking graduates prepared for 21st century global **citizenry**.
- Elements to accomplish the proposed **focus** (more detail for each appears in the document)
 - Professional development opportunities focused on working with students;
 - Share theoretical, empirical, and applied research;
 - Offer annual professional development specific to student as well as faculty /staff recruitment and retention;
 - Identify existing and developing expertise on DEI in Kansas;
 - Identify and articulate shared problems, visions, and goals;

Commented [LCW1]: I understand why they may not have gotten into this but a section on funding (amount, how will it be raised including budget from KBOR institutions vs other funds raised and/or revenue

Commented [LCW2]: I know we have some confusion remaining about reporting to CAOs vs CEOs but their doesn’t seem to be a role here for either.

Commented [LCW3]: Is this *enough* and is it very different than before?

Commented [LCW4]: Some of the elements provided include offerings at the Conference while others provide larger vision and goals of the conference and we may want to ask for some revision to address this.

- o Deliver collaborative approaches to professional development for faculty, staff, and administrators; and
- o Make Kansas a national leader in DEI
- Planning of the Tilford Conference
 - o Figure 1 outlines the approach
 - o Figure 2 outlines the host rotation (seems consistent with how its been done before but it does seem to extrapolate the full rotation which allows the next 12+ years to be pictured here and all further hosting assignments easy enough to calculate.

Commented [LCW5]: Im not sure I fully follow the Figure which is reproduced below.

Figure 1

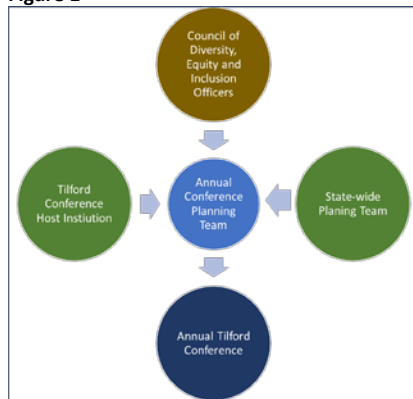
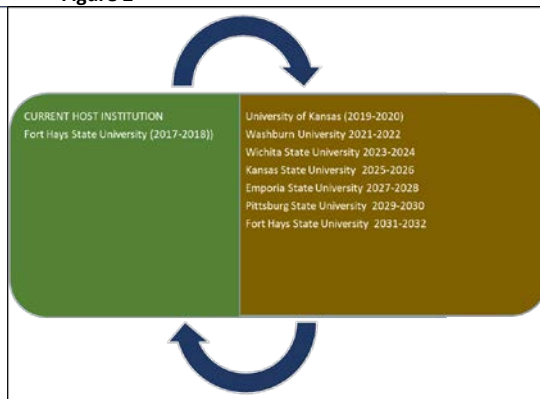


Figure 2



- o Who will do the planning
 - Led **CCDOs**
 - State-wide team will nominate potential speakers and encouraging their stakeholders to attend the **conference**
 - The host institution, assisted by the state-wide **planning team**, will be responsible for operationalizing the Tilford Conference. It will work within **CCDO** parameters to develop the call for submissions for proposed papers and panels, workshops, and other activities as appropriate; distribute and receive all submissions; and work with the state-wide team to review and evaluate all proposals.
 - The host institution will also lead the **logistical planning** and utilization of facilities and institutional resources, create the agendas, plan all meals, and other conference related activities.
 - The host institution will organize the **conference agenda** and make final decisions on activities related to the conference implementation and work to insure the Tilford Competencies are incorporated into programs, strategies, and initiatives of their respective campuses.
- o Who will be invited:
 - All state of Kansas public institutions of higher education
 - k-12 employees in Kansas

Commented [LCW6]: Not clear who they report to and the relationship in their reporting of the CAOs and CEOs. Should be clarified.

Commented [LCW7]: Should others be charged with building attendance, esp in light of the point that attendance seems to be largely only from hosting institution.

Commented [LCW8]: This is a bit confusing to me.
 a) What is meant by operationalizing?
 b) What are CCDO parameters?
 c) Should the host institution have this much control over what is presented or the CCDOs overall?

Commented [LCW9]: This makes sense to me.

Commented [LCW10]: This seems to be a bit overlapping with the previous point. I suspect the two bullets can be combined.

- Others outside of the state of Kansas (nominal fee will be utilized for external participants to offset costs)

- Measurement

- What are the metrics to measure success of a *new* Tilford Conference (all across the categories of students, faculty, staff, administrators, and K-12?)
 - Participants in professional development sessions
 - Number of scholarly submissions/number of accepted submissions: Overall and specific to Kansas experience
 - Evaluation of usefulness of conference activities
 - Application of conference activities to participants' home institutions
 - Application of conference activities at home institutions by participants
 - Number of research-based applications that inform CCDO priorities
 - Number of collaborative or cross KBOR institution activities that are fostered by Tilford-related activities

Commented [LCW11]: Not sure I understand these including how will be done and the difference between the two

Commented [LCW12]: I appreciate there is some effort to get at impact after the conference but we might want more of that both short term and long term.

- Assessment of efficiency and operational success
 - Number of submissions
 - Acceptance rate
 - Attendance and participation by targeted constituencies/ and per KBOR institution
 - Duration of the submission and submission review stage
 - Participation of KBOR institutions
 - Number of call for papers distributed and forum through which they were distributed
 - Total costs per attendee/per KBOR institution
 - Application of conference learning to KBOR home institutions
 - Number of visitors to website
 - Conversion rate i.e. number of visitors who registered and/or submitted a paper

Commented [LCW13]: Not entirely clear why these are a separate category of measurement

Commented [LCW14]: We may want more detail here

Commented [LCW15]: There are a few different types here (e.g., some are a measure of interest from others, some are about how well the processes are executed, barriers etc)- Might be good to build out categories

1) Statewide Planning Committee Roles and Responsibilities

- Members are asked to serve a two-year renewable term and their appointment is determined by their host institution. Members are expected to engage in the following activities
 - Regularly participate in committee conference planning meetings (e.g. nomination of potential speakers, review of paper and panel submissions, etc.). These meetings are typically once or twice per semester for one hour each, though subcommittee meetings may choose to meet with greater frequency. Meetings are on-line (i.e. skype or zoom) and by conference call.
 - Attend the Annual Conference
 - Support the efforts of the committee chair and carry out agreed upon individual assignments.
 - Encourage Conference participation and attendance among their home institution.

Commented [LCW16]: Other things that might be useful to know include time spent by organizers, more subjective feedback from participants (quantitative and qualitative)

Commented [LCW17]: May be useful to have a designated debrief after with CCDOs and CAOs and/or CEOs

Commented [LCW18]: I think we may want more detail in this document about these individuals including how they get this role and their role in the conference planning as noted but not detailed in one of the bullets.

Note: The document has other more general material on Tilford that appears elsewhere so I just focused on the new part specific to the SPC.

*Chief Diversity Officers Contributing to the Items Outlined Above

- Deatrea Rose, Chair, Pittsburg State University
- Dr. Jennifer Hamer, University of Kansas
- Dr. Bryan Samuel, Kansas State University
- Lynn Hobson, Emporia State University
- Dr. Taylor Kriley, Fort Hays State University
- Dr. Marche Flemming-Randle, Wichita State University
- Dr. Jennifer Keeton, University of Kansas Medical Center