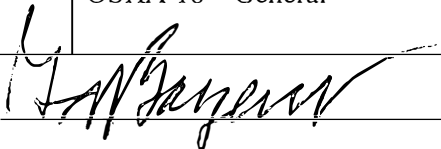


**New Program Request Form
CA1**

General Information

Institution submitting proposal	Washburn Institute of Technology
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Dr. Mike Strohschein Associate Dean, Technical Instruction mike.strohschein@washburn.edu
Identify the person responsible for oversight of the proposed program	Chaz Havens Director of Academic Sites and Initiatives Chaz.havens@washburn.edu Christy Spena IPT/CPT Technical Instructor christy.spena@washburn.edu
Title of proposed program	Industrial Production Technology (IPT)
Proposed suggested Classification of Instructional Program (CIP) Code	47.0409 Parts and Warehousing Operations and Maintenance Technology/Technician
CIP code description	A program that prepares individuals to apply technical knowledge and skills to maintain inventory control, care for inventory, and make minor repairs to warehouse equipment.
Standard Occupation Code (SOC) associated to the proposed program	49-9099 Installation, Maintenance, and Repair Workers, All Other
SOC description	All installation, maintenance, and repair workers not listed separately.
Number of credits for the degree <u>and</u> all certificates requested	30 credits, Certificate B
Proposed Date of Initiation	January 1, 2022
Specialty program accrediting agency	
Industry certification	Certified Production Technician (CPT) – MSSC OSHA 10 – General

Signature of College Official  Date 10/7/21

Signature of KBOR Official _____ Date _____

Narrative

Program Rationale

The Industrial Production Technology (IPT) program bridges training and workforce gaps by connecting current program offerings in the Certified Production Technician program (CIP code 15.0613) and our Advanced Systems Technology (AST) programs (CIP code 47.0303). AST is also known across Kansas as the Industrial Maintenance Mechanic program. IPT will be initially offered at the Topeka Correctional Facility (TCF) beginning January 2022 as a component of Adult Education (GED) and Career and Technical Education (CTE) services with the Kansas Department of Corrections (KDOC). TCF is an all-female complex that currently partners with manufacturing partners to provide work release opportunities for inmates. KDOC and Washburn Institute of Technology (WIT) will utilize existing manufacturing partners to create additional work-release opportunities while in the complex, as well as work to connect students to full-time employment in manufacturing upon release. A joint goal between KDOC and WIT is to reduce inmate recidivism by providing a pathway for career and personal success. The program as designed allows for eligible students to qualify for Second Chance Pell if not in the GED and Opportunities Kansas (A-OK) programs.

In addition to the TCF site, industry partners and IPT/CPT advisory board has supported the need for the training at a second Washburn Institute of Technology Site for Fall 2022. This additional site (pending enrollment) will be housed at the Washburn Tech East site located in East Topeka, KS. This second location will expand the reach to Washburn service area, create a manufacturing pathway for high school students, adult students, and TCF students who were released prior to completing their IPT certification.

Program Description

The Industrial Production Technology (IPT) program prepares students for employment in manufacturing and production in jobs that apply technical knowledge and skills to maintain inventory control, care for inventory, and minor repairs on current and automated systems and equipment.

Program Objectives

- Utilize quality control practices to meet production standards.
- Implement manufacturing processes and production methods.
- Recognize potential maintenance issues with production equipment.
- Read, interpret and modify engineering drawings, diagrams, and schematics used in manufacturing and production environments.
- Design, interpret, analyze and troubleshoot analog circuits for both DC and AC applications
- Interpret and analyze and troubleshoot digital electronics.
- Demonstrate the ability to effectively use appropriate tools and instruments to analyze and troubleshoot electrical and mechanical systems and equipment.
- Design, analyze and troubleshoot mechanical and electrical diagrams for the installation and repair of control systems including valves, motors, and sensors.

Admission Requirements

Applicants who wish to apply for admission to Washburn Institute of Technology (WIT) need to have the abilities necessary to benefit from instruction in an occupational field. Prospective students are required to take an Accuplacer Placement Test and pass with the necessary scores for their desired technical program before they are eligible to enroll. Applicants may only enroll in one technical program

at a time. Applicants who have alternative tests scores such as WorkKeys, ACT, CASAS, ASSET, SAT, PSAT, TABE and COMPASS or Bachelors or Associates degrees should consult with a recruiter or advisor to determine if they are qualified for their chosen technical program. Accuplacer Scores for IPT program: Math - Level 5; Reading - Level 5.

Secondary Enrollment Procedure

Enrollment is open to qualified students who are currently enrolled in high school. High school students who wish to enroll in a technical program at WIT must follow the procedures listed below:

1. Take the Admissions Exam (free while in high school) either at Washburn Institute of Technology or their home high school (when available).
2. Complete an online application at <http://www.washburntech.edu/admissions/apply.html>
3. Discuss scores and program of interest with an Admissions Counselor.
4. Submit an in-progress official high school transcript.
5. Enroll during designated enrollment periods. Program registration is done on a first come, first serve basis. Many programs have limited enrollment capacity and/or are competitive programs. Admissions Counselors can provide program specific information.

Post-Secondary Enrollment Procedures

Post-secondary students who wish to enroll in a technical program must follow the procedures listed below:

1. Take the Admissions Exam at WIT
2. Complete an online application at <http://www.washburntech.edu/admissions/apply.html>
3. Discuss scores and program of interest with an Admissions Counselor.
4. Submit official high school transcripts.
5. Enroll during designated enrollment periods. Program registration is done on a first come, first serve basis. Many programs have limited enrollment capacity and/or are competitive programs. Admissions Counselors can provide program specific information.

Graduation Requirements

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

Demand for the Program

The Kansas Department of Labor (KDOL) Long-term Occupation Projections 2018-2028 indicate a statewide change of employment for SOC code 49-9099 Installation, Maintenance, and Repair Workers, All Other of 7.2% with an annual median wage of \$38,070 with a high school diploma or equivalent as the typical education needed for entry. Annual openings equate to 169 jobs per year.

There is a demand in the Topeka regional area for SOC code 49-9099 Installation, Maintenance, and Repair Workers, All Other. Industrial Production Technology will be part of the Automated Systems Technology program, also known as CIP code 47.0303 Industrial Machine Mechanic (IMM). The Perkins Local Needs Assessment for the Topeka Region has IMM listed as a Gap with 118 annual openings and only 48.5 concentrators. KDOL labor data for Northeast Kansas identifies SOC code 49-9099 as having 26 openings with a median wage of \$39,960. Post-secondary training leading to a certificate would reduce on the job training and provide higher pay grade at entry as supported by industry partners. Letters of support for the Industrial Production Technology program are included in this packet.

Duplication of Existing Programs

The Industrial Production Technology (IPT) certificate program is the first of its kind in the state of Kansas and supports industry and Kansas Department of Corrections (KDOC) workforce and educational goals. IPT is developed to create a seamless pathway from the Certified Production Technology (CPT) stand-alone program to an IPT certification B, and then feeds into the Advanced Systems Technology (AST) certification C. There are exit points after each pathway that point to employment in industrial production, manufacturing, and industrial maintenance. There are no duplication of existing WIT programs or duplication in the state of Kansas.

Program Information

IND105 OSHA - 10 Hour Const Ind Cert (1 credit)

This course provides the student with an overview of the OSHA standards relevant to the construction industry. Various topics are presented in a 10-hour format. Among the subjects covered in the course are: and introduction to OSHA, electrical safety, fall protection, excavation and trenching safety.

CPT101 Safety in Manufacturing Production (3 credits)

This course provides you with an overview of the Occupational Safety and Health Administration General Industry Designated Training Topics. The course is intended to provide entry level general industry workers a broad awareness on recognizing and preventing hazards in a general industrial setting. The training covers a variety of safety and health hazards which a worker may encounter at a general industry site.

CPT102 Quality Practice & Measurement (3 credits)

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

CPT103 Manufacturing Processes & Products (3 credits)

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

CPT104 Maintenance Training (3 credits)

Preventive maintenance and production housekeeping are very important aspects of equipment operations. In this course the student will learn how to monitor production equipment for both routine and preventive maintenance.

CLT250 Forklift Operation (1 credit)

This course is designed to train entry level workers in the correct use of a forklift to unload, move, stack, and load materials for shipping and distribution.

GEN102 Workplace Skills (2 credits)

This course focuses on developing the skills necessary to be successful in college and careers. Topics include an introduction to communication concepts, group dynamics, and employability skills.

IND104 Basic Electricity I (3 credits)

This course is an introduction to electricity, basic electrical components and their characteristics, circuit schematics and basic analysis of series and parallel DC circuits. Hands-on labs help guide student learners to assimilate this material.

MAT102 Technical Math II (3 credits)

The concepts learned in this course will build on problem solving skills using geometry, algebraic expressions, and techniques for solving equations. These concepts develop a solid foundation for success in the use of technology.

IND127 Mechanical Systems (3 credits)

This course provides understanding of mechanical energy transmission concepts along with lab experience to operate, install, analyze performance, and design basic mechanical transmission systems using chains, v-belts and spur gears. Students also learn how to safely move loads of different shapes and sizes using a variety of methods.

IND112 Fluid Power I (3 credits)

This course provides fundamentals of pneumatics, air compressors, control valves, pneumatic cylinders, and electro-pneumatic controls; and basic pump principles, centrifugal pumps, magnetic drive pumps, diaphragm pumps, metering pumps and pump seals. Students learn how to operate, install, troubleshoot, analyze performance, and design basic pneumatic systems and pump systems.

IND207 Fluid Power II (2 credits)

This course focuses on understanding of hydrodynamics, hydraulic principles, hydraulic circuitry and diagrams, piping, hydraulic valves and actuators, accumulators, hydraulic circuit maintenance and fluid maintenance. Students learn to operate, install, analyze performance, and design hydraulic and electrohydraulic systems. Prerequisite: Fluid Power I or consent of instructor.

Grad Plan (Proposed)

Course Number	Course Name	Credits
	Semester 1	
IND105	OSHA- 10 HR Gen Industry Cert	1
CPT101	Safety in Manufacturing Production	3
CPT102	Quality Practices and Measurements	3
CPT103	Manufacturing Processes and Procedures	3
CPT104	Maintenance Training	3
CLT250	Forklift Operations	1

	Semester 2	
GEN102	Workplace Skills	2
	Semester 3	
IND104	Basic Electricity I	3
MAT102	Technical Math II	3
IND127	Mechanical Systems	3
IND112	Fluid Power I	3
IND207	Fluid Power II	2
	Total Credits	30

Program Accreditation

The program will be added to program inventory with the Higher Learning Commission and will adhere to the rigorous certificate standards for MSSC and OSHA.

Faculty

To teach in the Industrial Production Technology Program, an instructor must have a MSSC Certified Production Technician (CPT) Instructor Certificate. Additionally, they must have one of the following:

- Associates degree in Manufacturing Production (or a qualifying field) or Manufacturing Production Technical Certificate from a post-secondary institution with three years of direct experience in a qualifying field; OR
- A combination of education (Associates Degree/Technical Certificate in a similar discipline) and formal training, such as an apprenticeship in a related field and professional tested and equivalent experience that provides a foundation in the specific subject matter being taught.

Cost and Funding for Proposed Program

The estimated initial cost for FY22 (Spring 22) at the Topeka Correctional Facility (TCF) is \$115,585 (not including existing instructor salary/benefits). Program funding will be derived from multiple sources including but not limited to: Reallocation of general funds (operational and personal) State Funding (Maintenance of Efforts [MOE] & Perkins Funding; and use of existing equipment. Additional funding to support IPT at TCF includes the use of the Postsecondary Education Performance-Based Incentives Fund (GED Accelerator Initiative) as a component of services to the Topeka Correctional Facility.

Sustainability of the program for FY 23 and the future is projected at \$211,415, which accounts for expansion of the program to a second location (Washburn Tech East) and the addition of a second instructor and equipment. Sustainability funding includes tuition and fees, access to Perkins funds, potential business donations; and if FY23 MOE funds are available to support equipment and/or program needs.

Program Review and Assessment

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

The purpose of a Program Review is to ensure a quality learning experience for our students by undergoing a systematic, periodic comprehensive review of all aspects of the technical program. As a member of the Association for Career and Technical Education (ACTE), Washburn Institute of Technology has voluntarily chosen to follow the *Quality CTE Program of Study Framework (Quality Framework)*. This framework (checklist) consists of 12 elements and 92 criteria that lead to a quality technical education program. As part of the Program Review process at Washburn Institute of Technology, instructors will complete this checklist to determine goals and priorities for improving the program. In addition to completing the checklist, instructors will attach relevant documentation that further demonstrates evidence that each criterion is being addressed. The results of the Quality Framework will be the basis for the program review report to be submitted to Washburn University, which has specific guidelines for the program review process.

Program Review Guide for Academic Units

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

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

Program Approval at the Institution Level

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

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



September 2, 2021

Washburn Institute of Technology
ATTN: Mike Stroheschein
5724 SW Huntoon St
Topeka, KS 66604

Dear Mike:

Reser's Fine Foods would like to express its support for the Industrial Production Technology (IPT) certificate program currently being developed through Washburn Institute of Technology. As an employer and leader in the manufacturing industry, we recognize the need for skilled workers in this area to meet employment demands. This program will help our future employees gain a basic understanding of safety, quality practices and measurement, manufacturing processes and production, and maintenance awareness.

Reser's Fine Foods annually hires over 900 production employees in any given year. At times, finding qualified candidates can be difficult. The Industrial Production Technology program will help fill those positions by offering trained candidates to the Topeka and Shawnee County area.

Reser's Fine Foods will also support the Industrial Production Technology program by participating in the following ways:

- Participation on the Industrial Production Technology Advisory Committee.
- Presenting in-class opportunities through guest speaking.
- Providing equipment and supplies as needed when available.
- Providing internship opportunities as available.
- Participating in the Washburn Tech Job Fair.
- Hiring graduates of the program as needed.

Please consider this our letter of support for the Industrial Production Technology program. We look forward to partnering with Washburn Institute of Technology to increase the job opportunities of the people of Topeka and Shawnee County.

Sincerely,

A handwritten signature in cursive script that reads "Belinda Roberts".

Belinda Roberts
Recruiting Manager
Reser's Fine Foods

October 7, 2021

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

Dear Mike,

This letter is to state support for the Industrial Production Technician certificate program at Washburn Institute of Technology. Thank you for your efforts to work with our community and businesses to help develop this program. Mars is a leader in the manufacturing industry. We recognize the need for skilled works in this area to meet employment demands. This program will help our future associates gain a basic understanding of safety, quality practices and measurement, manufacturing processes and production, and total productive maintenance, which is the direction of manufacturing. Mars has already taken steps to support IPT program by helping create a curriculum that is relevant in manufacturing and we have also donated \$50K towards the purchase of the Amatrol Logistic Boss to ensure a hands-on experience.

Mars has and will support the Industrial Production Technician program by participating in the following ways:

- Participate in IPT Advisory Committee
- Guest speaking to IPT Class
- Participating in the Washburn Tech Job Fair
- Hiring Graduates from the program as needed

Please consider this letter of support for Industrial Production Technician program. We look forward to our continue partnership with Washburn Tech.

Brian Pardo
Plant Manager
Mars Wrigley
100 Mars Blvd
Topeka KS 66619



THE J.M. SMUCKER Co

September 29, 2021

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

Dear Mike,

This letter is to state our support for the Industrial Production Technician certificate program at Washburn Institute of Technology. Thank you for your efforts to work with our community and employers to help develop this program. As an employer and leader in the manufacturing industry, we recognize the need for skilled workers in this area in order to meet employment demands. This program will help our future employees gain a basic understanding of safety, quality practices and measurement, manufacturing processes and production, and maintenance awareness.

The JM Smucker Co will support the Industrial Production Technician program by participating in the following ways:

- Participation in the Automation Engineering Technology Advisory Committee
- Presenting in-class opportunities through guest speaking
- Providing equipment and supplies as needed and when available
- Providing internship opportunities as available
- Participating in the Washburn Tech Job Fair
- Consider hiring graduates of the program as needed

Please consider this our letter of support for the Industrial Production Technician program. We look forward to partnering with Washburn Institute of Technology to increase the job opportunities of the people of the Topeka and Shawnee County.

Respectfully,

Jaime Henry
Associate Manager, Human Resources

714 S.W. Jackson St., Suite 300
Topeka, KS 66603



Phone: (785) 296-3317
Fax: (785) 296-0014
kdocpub@ks.gov
www.doc.ks.gov

Jeff Zmuda, Secretary

Laura Kelly, Governor

September 20, 2021

Mike Strohschein, Ed.D.
Associate Dean of Technical Instruction
Washburn University Institute of Technology
5724 SW Huntoon St. Topeka, KS 66604

Dear Dr. Strohschein,

As the Education Director for the Kansas Department of Corrections [KDOC], I am pleased to provide this letter of support for the Washburn University Institute of Technology Industrial Production Technician (IPT) program at our Topeka Correctional Facility.

The relationship between correctional education programming, quality employment, and recidivism has been validated by findings from multiple Kansas studies by an independent evaluator (2014-2021). Findings from the study relevant to programming of this nature showed:

- Those who complete at least one certification (CTE) course while incarcerated are 8% more likely to get a livable wage job after release
- Those who hold an industry job for 6 months or longer while incarcerated are 25% more likely to get a livable wage job after release, and
- Those who get a livable wage job upon release are a third less likely to return to prison.

Given the positive statistics associated with post-secondary education as well as our current partnership with Washburn University, the KDOC fully supports the inclusion of the IPT program within our state's only female correctional facility. Our current partnership with Russel Stover and other large manufacturers across the state has led to multiple conversations revolving around the need for our residents to continue to increase their skills to promote job advancement upon reentry. This program, building upon existing certifications which are immediately marketable to employers, will give our residents at TCF the education and skills necessary to be able to engage in a sustainable, high wage career upon reentry.

The KDOC is fully committed to ensure this program is successful for our residents at TCF. Please let me know if you have questions or need further information.

Sincerely,

Cris Fanning, Ph.D.
Cris.fanning@ks.gov
785-250-6968



Attendance:

Belinda Roberts, Reser's
 Mike Heatwole, Mars
 Tara Lindahl, WIT
 Mike Stroheshin, WIT
 Chaz Havens, WIT
 Christy Spena, WIT faculty

UPDATED 9.27.2021

Item	Discussion	
Program update	Tara presented that upon review of the Program Alignment requirements through TEA/KBOR, the AET program would need to be at least 48 credits and would take it from a 1-year to 2-year program. There would also be significant course overlap with the existing AST program. Board members agreed this was not the direction nor intent of the original program development. They would like to see a one-year program and that it would feed into AST but not overlap significantly. Tara presented the Industrial Production Technician program at 30 credits with fewer AST courses. It was felt this program better aligned with industry needs.	Board approved IPT program proposal.

Meeting date: August 24, 2021; 5pm

Location: Tech East

Agenda Topics

Item	Discussion	Action
Minutes		No minutes from previous meeting
Program updates- Chaz Havens	CPT did not make for F22. No interest. Mars handing out flyers and talking to HS students. Thoughts that students can go to an employer to get trained instead of having to pay for the program. Want to take CPT and make adjustments in order to recruit students.	
AET launch- Mike S.	Looked at CPT program to try and see how to make it Financial Aid eligible. Was running	

	<p>two different programs- East and Ft. Riley, so changes had to be made to make it uniform. Ft. Riley has 17 students at a time and four cohorts a year.</p> <p>New contract with Topeka Correctional Facility (TCF) for adult education and credit-bearing programs. Inmates will have a chance to take part in Second Chance Pell, complete the program, and go in to the workforce. The AET program builds off CPT, funnels into AET, and then they could transfer into AST if they choose. Students could be working on GED and this program with A-OK. All courses are tiered which means the state will pay for these courses for high school students. Could roll out a F22 cohort with 15-20 students in the pathway.</p> <p>No concerns getting students into the class. Board wants to target HS students.</p> <p>Hiring- Could hire folks on and then train them- but would also hire them with the training. Could be hired at a higher wage if they came in with this certificate. Have had to increase salaries in order to recruit. Have machine ops/maintenance around 50 openings. General plan laborer around 100 a year. Could give tuition reimbursement for specific jobs.</p> <p>Would be willing to have recruiters come out to learn about what these positions would do in order to recruit high school students.</p>	
<p>Program Overview</p>	<p>Industry Recognized Credential- Associated with AET is CCST. Cost for exam if \$415. Concern this could deter students from the program. With CPT already earning MSSC certifications.</p> <p>Board agreed CCST certification was not needed but instead the MSSC was approved.</p>	

Facilities and equipment needs	<p>Concern about offering at correctional facility and it could delay recruiting high school students. Will be passing this along to high school recruiters.</p> <p>Can use the trainer from Mars for many of these courses. Have grant money to buy equipment for correctional facility. Will eventually need to buy equipment for East campus. Around \$70-80,000. Will invest \$100,000 in TCF for equipment to start the program. If there is a problem getting the equipment, let Mike H. know and don't let that be the problem.</p> <p>Board will advise on facilities and equipment needs.</p>	
New Business	Approval of AET program.	Mike Heatwole moved to approve. Belinda seconded. Program approved.
Advisory guidelines	Handed out packets. Discussed Program Improvement plan. Discussed support letter.	No action.
Announcements	Mars PR working to push the program.	
Adjourn		

WASHBURN
UNIVERSITY
INSTITUTE OF TECHNOLOGY

Curriculum Council
September 23, 2021
Sign-in Sheet

Name	Division/Program/Department
Kathryn Stroebel	Student Services
Morgan Eggert	Student Services
Jennifer Ewing	Student Services
Jaime Chapman	Technical Drafting
Lindsay Cabbage	Diesel Tech
ALAN BEAM	DIRECTOR INSTRUCTION
Laura Keighley	Practical Nursing
Pam Masters	Health Occupations
CM	Electrical Tech
Chaz Havens	Dir. Acad. Svcs + Inis.
Steve Greene	Carpentry
Teresa	cosmo
April	FA

Agenda Item	Summary of Discussion and Decisions	Follow Up Action and Responsible Party
1. Call to Order	3:15 Sign in/roll call	
2. Adoption of Agenda and Minutes	Amendment to agenda- Industrial Production Technician instead of Automation Engineer Technology	
3. Public Comments	None	
4. Reports	<p>Curriculum and Instruction- Tara Lindahl</p> <ol style="list-style-type: none"> 1. Tara provided Update on plumbing and sterile processing <ul style="list-style-type: none"> • Has moved on to TEA for review before it will go to the TEA Curriculum council 2. Curriculum council operating procedures <ul style="list-style-type: none"> • Reviewed process 3. Reporting and representing divisions- encouraged members to visit with other programs in their division to provide connection to council 	
5. New Business	<p>Industrial Production Technician:</p> <ul style="list-style-type: none"> • Concern about Accuplacer score of 5/5 for students especially for TCF • Alternative entrance through the A-OK program including doing TABE testing • Looking at the grade plan is it possible to get workplace skills into the first semester because that instructor could teach the course and it would fit better in that semester • Need to be flexible with the grad plan for TCF because they have a different schedule for the day • TCF will utilize Second chance Pell and WIT has yet to utilize that- has to go through all the channels and spring will not be long enough- six months to get approval • Would need to work with WU FA to get approval • Goal was going to be 25 for both locations • At East it will be in the CPT classroom • Meets the need that industry is asking for • Creates multiple entrance and exit points- could go into the AST program when they finish • Students that might not qualify for AST could do this program because the entrance points are lower • Could let students know that FA might not come through until the end of the semester- could still award them at the end 	Mike moved and Alan second. Passed 10-0.

	<ul style="list-style-type: none"> • Could use A-OK to pay for pathway for GED students <p>Foundations of Healthcare</p> <ul style="list-style-type: none"> • How would this impact their graduation certification- we could still give the completion certificate if we choose • HS students would need to take the first semester, but post-secondary would be encouraged because of the courses that are part of first semester- the CNA/First aid • Who would teach the Technical Math course since there is a medical math focus? We would ask the Tech Math instructor if they feel comfortable teaching it • Will this reduce the number of students entering the program probably, but it will increase the quality of students leaving the program • There would be exceptions for post-secondary students that do not want to take those courses • Adding these courses could make some programs FA eligible that are not currently • The yellow bubbles on the flow chart indicate a student has to be 18. • Different scores for the programs that are second semester • What are the options to address this? • Maybe we keep the higher score because they might actually go into the certification. • Would schools be able to have their students here and some days not here if they were not taking a particular part of the block • Issues with alternative scores, and cost • Important to remember that if we put students through the programs but they do not go on into the programs then is that what we really want to do • If these courses are state funded then we have an expectation • Doing a disservice if we are accepting the baseline score and not raising the bar • Could we look at the scores of the students that did not get into the program • Letting students know ahead of time that if they do not get the qualifying scores, they will have to retest <p>EMR</p>	<p>FOH: Pam moved and Chris seconded</p> <p>Chaz moved to table to next meeting. Passed 5-4.</p>
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	<ul style="list-style-type: none"> • A high school student would take EMR and would not have to be 18. • HS students could take EMR with other courses if they wanted to • Would also take Foundations course first • EMR would be required unless department approval • Score requirement for 5-5 • Could they get permission to not take the course or would we say they would have to have a certain requirement to opt out <p>EMT</p> <ul style="list-style-type: none"> • Raised age because partners do not hire 18 year olds. • Would still need to take all three courses in order to get credit would not get to pick. 	<p>Mike moved to approve, Lindsay seconded Motion passed 7-0</p> <p>Mike moved previous question. Motion passed 9-0</p> <p>Mike moved to approve 3 credit hours for EMT. Friendly amendment to increase minimum age. Chris second. Motion passes 10-0.</p>
6. Adjournment	Next meeting: October 19, 2021	



April Henry
Director of Workforce Development
Kansas Board of Regents

October 9, 2021

RE: Industrial Production Technician program

The next Washburn Board of Regents (WUBOR) meeting to approval academic & technical education programs will occur the afternoon of October 28, 2021. Since the Technical Education Authority meets earlier that day, I am providing this letter of support for a new 1 -year Industrial Production Technician program at the Washburn University Institute of Technology. This technical certificate program builds upon the existing certified production technician and advanced systems technology certificate programs. I am confident the program will be approved by WUBOR.

Your attention to this matter is greatly appreciated.

Best,

A handwritten signature in blue ink, appearing to read "G. Bayens". The signature is fluid and cursive, written over a light blue horizontal line.

Gerald J. Bayens, Ph.D.
Professor & Dean

Washburn University Institute of Technology

cc: Michael Strohschein, Ed.D.
JuliAnn Mazachek, Ph.D.

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: Washburn Institute of Technology (WIT)
 Proposed Program: Industrial Production Technology (IPT)

IMPLEMENTATION COSTS					
Part I. Anticipated Enrollment			Implementation Year		
Please state how many students/credit hours are expected during the initial year of the program?					
			Full-Time	Part-Time	
A. Headcount: (One Site – Topeka Correctional Facility/SP22)			10 students; 140 total credits	0	
Part II. Initial Budget			Implementation Year		
A. Faculty			Existing:	New:	Funding Source:
Full-time	#1		\$ 33,073*	\$ 0	Reallocation of FTE Instructor to program
Part-time/Adjunct	#0		\$0	\$0	
			Amount		Funding Source
B. Equipment required for program			\$108,085		WIT General Fund / Maintenance of Efforts Funds (MOE)
C. Tools and/or supplies required for the program			\$ 0		
D. Instructional Supplies and Materials			\$ 5,000		WIT General Fund, Reallocation of operational budget from closed program
E. Facility requirements, including facility modifications and/or classroom renovations			\$ 0		
F. Technology and/or Software			\$ 2,500		WIT General Fund, Reallocation of operational budget from closed program
G. Other <i>(Please identify; add lines as required)</i>			\$ 0		
Total for Implementation Year			\$ 148,658		WIT General Fund

**Implementation year Spring 2022 includes half-salary for the existing faculty position.*

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

PROGRAM SUSTAINABILITY COSTS (Second and Third Years)				
Part I. Program Enrollment		Second and Third Years		
Please state how many students/credit hours are expected during the first two years of the program?				
		Full-Time	Part-Time	
A. Headcount: (2 sites – AY Fall 2022-2023)		31 students; 454 total credits	0	
Part II. Ongoing Program Costs		First Two Years		
A. Faculty		Existing:	New:	
Full-time	#2 FTE	\$66,146	\$52,854	Reallocation of One FTE Instructor to program / Tuition & Revenue / WIT General Fund
Part-time	# 0	\$0	\$ 0	
		Amount	Funding Source	
B. Equipment required for program		\$79,915	WIT General Fund /Tuition & Fees / Perkins/ Business Donations	
C. Tools and/or supplies required for the program		\$ 0		
D. Instructional Supplies and Materials		\$ 10,000	WIT General Fund /Tuition & Fees / Business Donations	
E. Facility requirements, including facility modifications and/or classroom renovations		\$ 0		
F. Technology and/or Software		\$ 2,500	WIT General Fund/ Tuition & Fees	
G. Other <i>(Please identify; add lines as required)</i>				
Total for Program Sustainability		\$211,415		

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

The Industrial Production Technology (IPT) program will tentatively launch in Spring 2022 with the Kansas Department of Corrections (KDOC) Topeka Correctional Facility (TCF) through a multi-year contract. Contract provides funding to support the delivery of IPT as an A-OK program in conjunction with Adult Education (GED) services and qualifies for additional KBOR Postsecondary Education Performance-Based Incentives Fund (GED Accelerator Initiative). The use of facilities at TCF and existing WIT faculty allows the implementation year costs to be focused on equipment. Maintenance of Efforts (MOE) funds will be used to support equipment in FY22 at the Topeka Correctional Facility and potentially in FY23 if funds become available again. In total \$18,000 in existing equipment (shared among programs) has been identified to support the launch of the IPT program. A second site is tentatively planned for FY23 at the Washburn Tech East campus pending site enrollment. Washburn Tech East will utilize the existing CPT program space therefore no additional funds will need to be used for facilities. The two sites will be sustained through WIT General Funds, Perkins and Other State Funding (Excel-CTE, MOE), re-allocation of funds from closed programming, tuition & fees, and potential donor funds.

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:	Washburn Institute of Technology
Program Title:	Industrial Production Technology
Program CIP Code:	47.0409

Please list all fees associated with this program : Only list costs the institution is charging students.		
Fee	Short Description	Amount
Safety	Work shirts and safety glasses	\$ 56.00

Please list all courses within the program and any fees associated to those courses : Only list costs the institution is charging students. Do not duplicate expenses.		
Course ID	Short Description	Amount
IND 105	OSHA 10 Certification Fee	\$ 25.00
CPT 101	MSSC Safety registration, online module, and certification fee	\$ 240.00
CPT 102	MSSC Quality Practices online module enrollment and certification fee	\$ 175.00
CPT 103	MSSC Manufacturing online module enrollment and certification fee	\$ 175.00
CPT 104	MSSC Maintenance online module enrollment and certification fee	\$ 175.00

Please list items the student will need to purchase on their own for this program:		
Item	Short Description	Estimated Amount
Textbooks	IND program books	\$ 244.00
Tools	Program tools	\$ 200.00

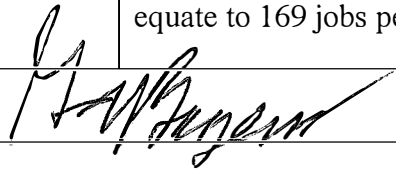
Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2021)

Name of Institution	Washburn Institute of Technology
Name, title, phone, and email of person submitting the Perkins Eligibility application (<i>contact person for the approval process</i>)	Dr. Mike Strohschein Associate Dean, Technical Instruction mike.strohschein@washburn.edu
Name, title, phone, and email of the Perkins Coordinator	Marie Hall Grants Facilitator 785-670-3327 marie.hall@washburn.edu
Program Name	Industrial Production Technology
Program CIP Code	47.0409
Educational award levels <u>and</u> credit hours for the proposed request	30 credits Cert B
Percentage of tiered credit hours for the educational level of this request	83%
Number of concentrators for the educational level	31
Does the program meet program alignment?	No
Justification for conditional approval: (<i>this section must reference information found within the Local Needs Assessment</i>)	The Kansas Department of Labor (KDOL) Long-term Occupation Projections 2018-2028 indicate a statewide change of employment for SOC code 49-9099 Installation, Maintenance, and Repair Workers, All Other of 7.2% with an annual median wage of \$38,070 and mean wage of \$39,670 with a high school diploma or equivalent as the typical education needed for entry. Annual openings equate to 169 jobs per year.

Signature of College Official _____



Date _____

10/7/21

Signature of KBOR Official _____

Date _____

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2021)

For KBOR Staff use

Approval effective for Academic Year:

Approval effective for Perkins fund spending for Fiscal Year:

Perkins Grant reporting required beginning:

Kansas Promise Eligibility Request Form

CA-1d Form (2021)

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.

A complete list of approved Promise Eligible programs may be located at:
https://www.kansasregents.org/students/student_financial_aid/promise-act-scholarship

Program Eligibility

2021 House Bill 2064, section 2, (7) (A) identifies promise eligible programs as (i) Information Technology and Security, (ii) Mental and Physical Healthcare, (iii) Advanced Manufacturing and Building Trades, (iv) Early Childhood Education and Development.

Section 3, (c) allows for the postsecondary educational institution to designate an additional promise eligible program that corresponds to a high wage, high demand, or critical need occupation. The Act further states the postsecondary educational institution shall maintain the promise eligible program for at least three consecutive years.

Name of Institution	Washburn Institute of Technology
Name, title, and email of person responsible for Academic program	Dr. Mike Strohschein Associate Dean, Technical Instruction mike.strohschein@washburn.edu
Name, title, and email of Financial Aid contact	April Sidesinger Assistant Director Financial Aid April.sidesinger@washburn.edu

Add programs under the appropriate category the institution would like reviewed for Kansas Promise Eligibility. Add additional rows as needed.

Information Technology and Security			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

Mental and Physical Healthcare			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

Advanced Manufacturing and Building Trades			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

Kansas Promise Eligibility Request Form

CA-1d Form (2021)

47.0409	Industrial Production Technology	Cert B	SP22

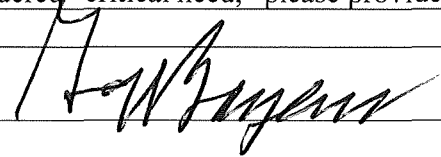
Early Childhood Education and Development			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

The postsecondary educational institution may designate an additional promise eligible program that corresponds to a high wage, high demand, or critical need** occupation.

College Designated Program				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

**If the above program is considered "critical need," please provide supporting documentation:

Signature of College Official _____



Date 10/1/21

Signature of KBOR Official _____

Date _____

Special Note to Kansas Independent Colleges:

Please carbon copy the KICA contact below when submitting this application to the Kansas Board of Regent office:

Matt Lindsey, President KICA
matt@kscolleges.org