

New Program Request Form

CA1

General Information

Institution submitting proposal	Barton County Community College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Karen Gunther MS, MLS(ASCP) Director MLT Program guntherka@bartonccc.edu 620-786-1133
Identify the person responsible for oversight of the proposed program	Karen Gunther
Title of proposed program	Medical Laboratory Assistant (MLA)
Method of program delivery (face to face, online, hybrid)	Hybrid - Online with Cooperative and Clinical hours required
Proposed suggested Classification of Instructional Program (CIP) Code	51.0802
CIP code description (from nces.ed.gov/ipeds)	51.0802 Clinical/Medical Laboratory Assistant A program that prepares individuals, under the supervision of physicians or laboratory scientists or technologists, to perform waived testing procedures (Clinical Laboratory Improvement Amendments of 1988), phlebotomy, and other duties in support of laboratory teams. Includes instruction in clinical procedures, various laboratory tests, laboratory mathematics, computer technology, equipment operation and maintenance, sterilization and safety, communications skills, and interpersonal skills.
Standard Occupation Code (SOC) associated to the proposed CIP code	29-2010 Clinical Laboratory Technologists and Technicians, 29-2012 Medical and Clinical Laboratory Technicians; sample of reported job titles includes: Laboratory Assistant
SOC description (from onetonline.org)	29-2010 Clinical Laboratory Technologists and Technicians including 29-2012 Medical and Clinical Laboratory Technicians reported job titles including Clinical/Medical Laboratory Assistant Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist.

Number of credits for the degree <u>and</u> all certificates requested	Certificate A - 28 credit hours
Proposed Date of Initiation	Fall 2025
Specialty program accrediting agency	National Accreditation Agency for Clinical Laboratory Science (NAACLS)
Industry-recognized certification(s) to be earned by students	Medical Lab Assistant/Clinical Lab Assistant American Society for Clinical Pathologists (ASCP)

Signature of College Official



Date

10/14/24

Signature of KBOR Official

Date

Narrative

Completely address each one of the following items for new program requests. Provide any pertinent supporting documents in the form of appendices, (i.e., minutes of meetings, industry support letters, CA-1a form).

Institutions requesting subordinate credentials (i.e., requesting a CERTB when an AAS is already approved, and coursework is a subset of existing courses) need only submit the following sections:

- 1) *General Information,*
- 2) *Program Rationale,*
- 3) *Demand for the Program (all 10-year Occupational Outlook data and Perkins CLNA information),*
- 4) *Complete catalog descriptions (including program objectives) for the proposed program,*
- 5) *List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program,*
- 6) *List any pertinent program accreditation available (rationale for seeking or not seeking accreditation and plan to achieve accreditation),*
- 7) *CA-1b if Excel in CTE fees if requesting approved to charge fees that are not already approved,*
- 8) *CA-1d if requesting eligibility for Promise Scholarship, and*
- 7) *Program Approval at the Institution Level*

Program Rationale

- Provide an overall explanation and background surrounding the development of the proposed program. Include why the program is needed, where the idea to offer the program came from (including the requesting entity), number of projected enrollments, and who was involved in the development of the program.
 - Background: The Medical Laboratory Assistant program offers students who may not have the time or finances to complete an associate degree the opportunity to pursue an alternative career in the laboratory industry. The MLA program also provides a means of obtaining a nationally recognized industry credential for uncertified on-the-job-trained employees working in the laboratory while also promoting a career ladder step for recognition, pay increases, and retention incentives.
 - The program offers additional education and knowledge of laboratory procedures and upskilling technical information for laboratory professionals.
 - The need for an alternate certification exists for students unable to complete an associate degree, but either already working in the industry as an on the job trained laboratory professional or individuals seeking to launch a career in the field.
 - The recommendation to develop the program was brought to our attention through several professional conferences as well as a request to offer employees an opportunity for added career training from our advisory board. A recent Advisory Board survey of 10 area employers found approximately 25 MLAs would be hired if available, and 6 currently employed Phlebotomists would be encouraged to up-skill to MLA certification.
 - A Medical Lab Assistant program would be a bridge between two programs offered at Barton Community College. Phlebotomy – Medical Laboratory Technology.
 - We anticipate an enrollment of 10 students per semester
- If the recommended program is duplicative of other programs in the area, please specifically address why the new, additional program is necessary.
 - There are no other accredited Medical Laboratory Assistant programs in Kansas.

Program Description and Requirements

- Provide a complete catalog description (including program objectives/outcomes) for the proposed program.
 - This program is intended for students seeking a career as a medical lab professional. The Medical Laboratory Assistant (MLA) is a multi-skilled healthcare professional. **Medical Laboratory Assistants or Aides** contribute in a critical way by receiving and preparing specimens for laboratory testing. MLA's may perform simple Point of Care and CLIA waived diagnostic testing under the supervision of MLTs or MLS.
- Include any work-based learning requirements of the program, such as clinicals, internships, etc. If clinical experience is required, please identify whether sufficient clinical sites are available.
 - Per the accreditation requirements of NAACLS, the program curriculum must include classroom instruction and 100 hours of clinical experience.
 - No additional clinical sites will be required, We will utilize the current MLT clinical sites.
- List and describe the admission and graduation requirements for the proposed program.
 - Certificate Seeking: A student seeking a certificate from Barton is not required to submit secondary education documents to meet certificate completion requirements. Students seeking a degree from Barton should meet with their academic advisor prior to sending any post-secondary transcripts to Barton.
 - The following degree- or certificate-seeking students will be admitted as Regular students:
 - The student must declare a degree or certificate program of study, and
 - A graduate of an accredited high school, or
 - A graduate of a recognized home school, or
 - A student who has passed the General Education Development (G.E.D.) examination.
 - Graduation requirements: Students must complete the required 28 credit hours and maintain the grade point averages required for the program.

Demand for the Program

- **The Medical Laboratory Assistant (CIP 51.0802) is a reported job title listed under the SOC code 29-2012 Clinical Medical Laboratory Technician with O*NetOnline.**
 - <https://www.onetonline.org/link/summary/29-2012.00>
The O*NetOnline crosswalk has 29-2012 listed under 29-2010 Clinical Medical Technologists and Technicians
 - <https://www.onetonline.org/crosswalk/SOC?s=29-2010>
 - 51.0802 Medical Laboratory Assistant: Medical Laboratory Assistant is within the same SOC code as 29-2012 MLT and is therefore considered a “Bright Outlook” occupation by O*Net OnLine.
- The most recent Kansas Department of Labor High Demand listing identifies SOC code 29-2010 as a High Demand career for both the state of Kansas as well as the Northwest Kansas region.
 - Current Openings score is 9 of 10, and 21 is the Total Demand Score for the Northwest region.
 - <https://klic.dol.ks.gov/vosnet/gsipub/documentView.aspx?enc=XR1MJE2Q7Rmn9KjAm0oNxA==>

- According to the Kansas Department of Labor’s Occupational Outlook above:
 - The Medical Laboratory Assistant program for which we are applying, is not noted. Laboratory Assistant is listed as a reportable job title for 29-2012 Medical Laboratory Technician – which is listed as an element for 29-2010 Medical Laboratory Technologist.
 - **See Appendix A: Labor Demands**
 - Include additional data for local and regional employer demand if available.
 - Local and regional employer demand has been expressed by our Advisory Board members that represent hospital facilities across the state of Kansas and beyond.
 - A recent Advisory Board survey of 10 area employers found approximately 25 MLAs would be hired if available, and 6 currently employed Phlebotomists would be encouraged to up-skill to MLA certification.
 - For new programs for which state-level labor data is not yet available, additional resources to demonstrate demand for the occupation being trained must be included. Job posting data (cite resource used and date of review) and projected hiring needs for employers (documented in employer letters of support) are examples of additional labor data documentation.
 - **See Appendix A: Labor Demands**
- Show demand from the local community. Provide letters of support from at least three potential employers in your region, which state the specific type of support they will provide to the proposed program. Examples of program supports may include commitments to interview graduates for job positions, providing scholarships, providing internships or other work-based learning opportunities, donation of equipment/materials, assistance with program design, serving on advisory board, etc.
 - **Appendix B: Letters of support**
 - SLH – Marion – clinicals, employment, interviews
 - Hutchinson Regional – clinical rotations and employment, interviews
 - Ness City – Interviews, clinicals, employment
 - Clara Barton – Hoisington – clinicals, employment, interviews
 - High School support:
 - Macksville
 - Great Bend
 - Stafford
 - **Appendix C: Advisory Board Minutes**
- Provide data from the most recent Perkins Comprehensive Local Needs Assessment recommendations, demonstrating the need for the program initiation.
 - **Appendix A: Labor Demands: 2024 CLNA- Great Bend-NW Region**
 - In the Perkins Comprehensive Local Needs Assessment recommendations, the Medical Laboratory Assistant occupation was listed as a “Bright Outlook” occupation for 2022-2032.
 - In AY22, Barton Community College produced 91 MLT and Phlebotomy concentrators (52 and 39 respectively), which is far below the projected statewide and nationwide labor demand indicators. The MLT and Phlebotomy programs are offered online, and enrollment includes students from 35 states in the U.S. In addition to regional advisory board member requests, the statewide and nationwide demand is evident.

Northwest Region's Need for the MLA Program

- Barton's Medical Laboratory Technology advisory board members have shared that there is a need for Medical Lab Assistants in regional healthcare facilities and have requested the addition of this program to Barton's program offerings.

Statewide and Nationwide Support for MLA and other programs within SOC 29-2012
Medical Laboratory Assistant is a reported job title under the SOC 29-2012

- Current O*NET OnLine data indicates the following projected growth rates from 2020-2030:
 - Kansas Projected Growth: 9%
 - Projected Annual Job Openings: 270
 - United States Projected Growth: 5%
 - Projected Annual Job Openings: 24,200
- Source: <https://www.onetonline.org/link/localtrends/29-2012.00?st=KS>
- Advisory Board members consisting of area employers indicated they would hire approximately 25 MLAs if available and encourage 6 currently employed phlebotomists to upskill to MLA.
- Describe/explain any business/industry partnerships specific to the proposed program.
If a formal partnership agreement exists, agreement explaining the relationship between partners and documenting support to be provided for the proposed program must be submitted to the Board office independent from the CAI materials for review purposes. The agreement will not be published or posted during the comment period.
 - Clinical affiliation agreements are currently available for Phlebotomy and MLT programs.
 - We have sufficient agreements for phlebotomy and MLT students, and through communications with current clinical sites, we have assurances they will accept MLA students as well.

Duplication of Existing Programs

- Identify similar programs in the state based on CIP code, title, and/or content. For each similar program provide the most recent K-TIP data: name of institution, program title, number of declared majors, number of program graduates, number of graduates exiting the system and employed, and annual median wage for graduates existing the system and employed.
 - **MEDICAL LABORATORY ASSISTANT – CIP 51.0802 - There are no MLA programs available in Kansas.**
 - There is no pathway available in Kansas for MLA within the institutions providing Phlebotomy and MLT programs.
 - MLT and phlebotomy programs do not fill the demand for MLAs as
 - phlebotomy is considered a prerequisite for both MLA and MLTs.
 - MLT is a more advanced degree with higher complexity of testing.
 - No K-Tip data exists
- Was collaboration with similar programs pursued?
 - ⊖ No other MLA programs exist in Kansas.
- Please explain the collaboration attempt, and if not pursued, rationale for why collaboration was not a viable option. (Recommend that collaboration opportunities be explored and documented with existing

programs, examples include sharing best practices, recruitment and retention strategies, curriculum or equipment suggestions, working with business and industry on work-based learning opportunities, etc.)

- Notification of the program development was sent to MATC and Seward.

See Appendix D: Notification of Program Development

- Notification Letter
- Response from Seward Community College MLT program was positive.

Program Information

- If the program has undergone the alignment process at the state level, please review alignment requirements and ensure the courses, industry-recognized certifications, and accreditation requirements are met in the proposal. Listing of aligned programs can be found at:
https://www.kansasregents.org/workforce_development/program-alignment
 - MLT program alignment only – there are no other MLA programs in Kansas.
 - All courses for the MLA program would be eligible for the MLT aligned programs
 - The phlebotomy class and basic lab skills class are required prerequisites for the aligned MLT programs.
- List by prefix, number, title, and catalog description all courses (including prerequisites) to be required or elective in the proposed program.
 - **Appendix E: Curriculum MLA course description**
- Provide a Program of Study/Degree Plan for the proposed program including a semester-by-semester outline that delineates required and elective courses and notes each program exit point.
 - **Appendix F: MLA Certificate Degree Map**
- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.
- List any pertinent program accreditation available:
 - Accreditation for the MLA program is available through the National Accreditation Agency for Clinical Laboratory Science (NAACLS). Accreditation for the MLA program will be pursued.
 - Provide a rationale for seeking or not seeking said accreditation.
 - Barton will be seeking accreditation for the new MLA program through NAACLS.
 - If seeking accreditation, also describe the plan to achieve it.
 - The NAACLS programmatic accreditation processes are:
 - self-study process;
 - site visit process;
 - evaluation by a review committee,
 - assessment of review committee evaluation by the Quality Assurance Committee, and
 - evaluation by the Board of Directors at NAACLS. Evaluation is based on Standards, which are the minimum criteria used when determining programmatic accreditation.
- If the program/coursework will be made available to high school students, provide letters of support from local high schools and/or districts that intend to participate.
 - Principles of Phlebotomy and the corresponding clinical practicum is approved and currently offered to high school students as a SAPP. The MLA general education courses are offered to high school students. MLA (ASCP) Certification requires a high school diploma.
 - **Appendix B: Letters of Support**
 - Macksville
 - Great Bend
 - Stafford

Faculty

- Describe faculty qualifications and/or certifications required to teach in the proposed program.
 - Associate degree or higher in Medical Laboratory Technology with national Medical Laboratory Technician certification and minimum of two years of professional experience.

Cost and Funding for Proposed Program

- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation, etc.).
 - **Primary cost of the MLA program will only be the NAACLS Accreditation Fees:**
 - Initial application Fee \$600.00
 - Annual Accreditation Fee \$2968.00
 - Site Visit Prep fee \$750.00
 - Site Visit fee Additional costs incurred beyond the site visit fee.
 - No additional faculty or equipment will be required.
- Provide details on **CA-1a form**.
 - **Appendix G**
- Describe any grants (including requirements of the grant) or outside funding sources that will be used for the initial startup of the new program and to sustain the proposed program.
 - No additional funding required
- **Additional cost and funding documents to include as needed:**
 - Provide Excel in CTE fee details on the **CA-1b form** if the program will be offered to high school students and requesting approval for fees.
 - **Appendix H**
 - If the program is requesting Perkins funding, provide details on the **CA-1c form**.
 - **Appendix I**
 - If the program is requesting K.S Promise Act eligibility, provide details on the **CA-1d form**.
 - **Appendix J**

Program Review and Assessment

- Describe the institution's program review cycle, and anticipated review timeframe for proposed program.
 - Barton's CTE programs go through a biennial instructional review process. Once the instructional review is completed, program administration provides quarterly goal updates to the Dean of Workforce Training and Community Education and the Vice President of Instruction.

Program Approval at the Institution Level

- Provide copies of the minutes at which the new program was approved from the following groups:
 - Program Advisory Board Committee – Appendix C
(Including a list of the business and industry members)
 - **Appendix K:**
 - Curriculum Committee
 - LICC Minutes
 - PTP Minutes
 - Governing Board – BOT minutes

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

Program Proposal Submission

Revised/Approved April 2022, June 2023, March 2024, and July 2024

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

Charmine Chambers
Director for Workforce Development
cchambers@ksbor.org

Crystal Roberts
Associate Director for Workforce Development
croberts@ksbor.org

Appendix A – Labor Demands

1. KLIC
2. O*Net OnLine
3. Job Postings
4. CLAN

The Medical Laboratory Assistant (CIP 51.0802) is a reported job title listed under the SOC code 29-2012 Clinical Medical Laboratory Technician with O*NetOnline.

- <https://www.onetonline.org/link/summary/29-2012.00>
The O*NetOnline crosswalk has 29-2012 listed under 29-2010 Clinical Medical Technologists and Technicians

Appendix A – Labor Demands

Kansas Labor Market Information Services – reviewed 9/24/2024

High Demand Jobs 2024

<https://klic.dol.ks.gov/vosnet/gsipub/documentView.aspx?enc=XR1MJE2Q7Rmn9KjAm0oNxA>

Medical Laboratory Assistant program for which we are applying is not noted

Occupational Code	Occupational Title	Education and Training ^[3]		
		Typical Education Needed for Entry	Work Experience in a Related Occupation	Typical On-the-Job Training Needed to Attain Competency
29-2010	Clinical Laboratory Technologists and Technicians	Bachelor's degree	None	None
31-9097	Phlebotomists	Postsecondary non-degree award	None	None

Occupational Code	Occupational Title	Employment		Change in Employment		
		Base Year 2022	Projected Year 2032	Numerical	Percent	Percent: Annual
29-2010	Clinical Laboratory Technologists and Technicians	3,595	3,756	161	4.5%	0.4%
31-9097	Phlebotomists	1,240	1,316	76	6.1%	0.6%

Occupational Code	Occupational Title	Openings due to					
		Exits	Exits: Annual	Transfers	Transfers: Annual	Numerical Change	Numerical Change: Annual
29-2010	Clinical Laboratory Technologists and Technicians	1,247	125	1,087	109	161	16
31-9097	Phlebotomists	627	63	996	100	76	8

Occupational Code	Occupational Title	Total ^[1]		Wages ^[2]	
		Openings	Openings: Annual	Annual Mean	Annual Median
29-2010	Clinical Laboratory Technologists and Technicians	2,495	250	\$59,780	\$57,670
31-9097	Phlebotomists	1,699	171	\$39,570	\$37,870

O*NET On Line

<https://www.onetonline.org/>

<https://www.onetonline.org/link/summary/29-2012.00>

Medical/Clinical laboratory Technicians (MLA not noted)

Bright Outlook - Bright Outlook occupations are expected to grow rapidly in the next several years, will have large numbers of job openings, or are new and emerging occupations.

Every Bright Outlook occupation matches at least one of the following criteria:

- Projected to **grow faster than average** (employment increase of 5% or more) over the period 2022-2032 for the US nationwide
- Projected to **have 100,000 or more job openings** over the period 2022-2032 for the US nationwide
- **New & Emerging** occupation

Growth and job openings source: [Bureau of Labor Statistics external site](#) 2022-2032 employment projections. Projected growth represents the estimated change in total employment over the projections period (2022-2032). Projected job openings represent openings due to growth and replacement.

This occupation, Medical and Clinical Laboratory Technicians, is expected to **grow rapidly**.

Medical/Clinical laboratory Technicians

Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist.

Sample of reported job titles: Certified Clinical Laboratory Technician, Clinical Laboratory Technician (Clinical Lab Technician), **Laboratory Assistant (Lab Assistant)**, Laboratory Technician (Lab Tech), Medical Laboratory Technician (MLT), Medical Laboratory Technicians (Medical Lab Technician), Medical Technician

Job Postings: Reviewed 9/24/2024

ZipRecruiter.com

[https://www.ziprecruiter.com/jobs-](https://www.ziprecruiter.com/jobs-search?search=medical+lab+assistant&location=Kansas&radius=25&autocomplete_request_id=e5PxJvolS22sBsZAGQRwOQ&lvk=wwOMx6-rPJnSu6ap2WDZ3g.--NXmcwwf6c)

[search?search=medical+lab+assistant&location=Kansas&radius=25&autocomplete_request_id=e5PxJvolS22sBsZAGQRwOQ&lvk=wwOMx6-rPJnSu6ap2WDZ3g.--NXmcwwf6c](https://www.ziprecruiter.com/jobs-search?search=medical+lab+assistant&location=Kansas&radius=25&autocomplete_request_id=e5PxJvolS22sBsZAGQRwOQ&lvk=wwOMx6-rPJnSu6ap2WDZ3g.--NXmcwwf6c)

- 275 MLA jobs in Kansas
- 7 Regional openings

Indeed.com

<https://www.indeed.com/jobs?q=medical+lab+assistant&l=kansas&from=searchOnDesktopSerp&vjk=5b3f5613101f233d>

- 75+ MLA jobs in Kansas
- 5 Regional openings

Simplyhired.com <https://www.simplyhired.com/search?q=medical+laboratory+assistant&l=Kansas>

- 77 MLA jobs in Kansas (7 within 75 miles)
- 7 Regional openings

2024 CLNA – Great Bend – NW Region

[file:///C:/Users/guntherka/Desktop/2024CLNA-GreatBend-NWRegion%20\(1\).pdf](file:///C:/Users/guntherka/Desktop/2024CLNA-GreatBend-NWRegion%20(1).pdf)

In the Perkins Comprehensive Local Needs Assessment recommendations, the Medical Laboratory Assistant occupation was listed as a “Bright Outlook” occupation for 2022-2032

Barton’s MLT Advisory Board members have encouraged the implementation of this program and have shared that there is a need for MLAs in the regional healthcare facilities (p22)

Most (phlebotomy) students remain enrolled and transition into the MLT program. In addition, the statewide labor demand increase is 16.7% over the next 10 years (p26)

Appendix B

Letters of Support

Regional Clinical Affiliates:

1. St. Luke's Health – Marion Kansas
 - Clinicals, employment, interviews
2. Hutchinson Regional Medical Center – Hutchinson Kansas
 - Clinicals, employment, interviews
3. Ness County Hospital – Ness City Kansas
 - Clinicals, employment, interviews
4. Clara Barton Medical – Hoisington Kansas
 - Clinicals, employment, interviews

High Schools:

1. Macksville School District – Macksville Kansas
2. Great Bend High School – Great Bend Kansas
3. Stafford High School – Stafford Kansas



Laboratory Services
535 South Freeborn St. | Marion, KS. 66861

Subject: Endorsement for the Proposed Medical Laboratory Assistant Program

To the Kansas Board of Regents (KBOR)

1000 SW Jackson Street Ste 520

Topeka, KS 66612-1368

Dear Members of the Board,

I am writing to provide a comprehensive endorsement for the proposed Medical Laboratory Assistant program that is currently in development in partnership with Barton Community College. This program holds significant importance for our organization as it directly addresses the pressing need for certification among our employees and the many in neighboring facilities.

By offering this program, we aim to bridge the gap in our workforce by providing the essential training and education needed to meet industry standards. Furthermore, the program's focus on addressing the shortage of qualified staff in the medical field is a critical need that cannot be overstated.

As the demand for skilled professionals in this area continues to grow, we recognize the urgency of investing in programs that can produce qualified graduates to meet this demand. The addition of career ladder opportunities further solidifies the program's significance, as it benefits our organization and offers a pathway for professional growth and development for individuals in our community.

We are genuinely enthusiastic about the prospect of hosting clinical students as part of this program. Providing them with a hands-on learning experience in our facilities aligns with our commitment to nurturing the next generation of healthcare professionals. We believe that this collaboration will not only enrich the learning experience for students but also contribute to the overall growth and advancement of the medical community.

In conclusion, we offer our unwavering support for the implementation of the Medical Laboratory Assistant program. We firmly believe that this program has the potential to make a substantial and positive impact, not only within our organization but also in the broader community. Thank you for considering our endorsement, and we look forward to the opportunity to contribute to the success of this program.

Sincerely,

Marchell Marciszewski, MLT(ASCP)^{CM}
Laboratory Manager
St. Luke Hospital and Living Center

May 10, 2024

Kansas Board of Reagents (KBOR)
1000 SW Jackson Street Ste 520
Topeka, KS 66612-1368

Dear KBOR,

It has come to my attention that the Medical Laboratory Technician (MLT) program at Barton County Community College (BCCC) is looking to develop a Medical Laboratory Assistant (MLA) program. As a laboratorian who serves as the Blood Bank Supervisor at Hutchinson Regional Medical Center and as a new Doctor of Clinical Laboratory Science (DCLS) resident who is starting residency next week at a rural hospital I can attest that the need for qualified and certified laboratorians. With healthcare shortages especially in laboratory it is crucial we add in educated individuals who meet stringent qualifications as we strive to meet the triple aim (access, cost and quality) that is ever important to the healthcare system and our patients. I whole heartedly support BCCC in their campaign to gain approval for a program what will be important in fills the gaps in our laboratories across the state and nation.

It is important that individuals who work in the laboratory are properly educated in accredited programs as they are part of a crucial team who provides vital testing and results that aid in patient diagnosis, treatment and follow-up care. Having the theory and educational knowledge is important before coming to work in the laboratory as every little thing a laboratorian does could potentially cause an error resulting in harm to a patient. By having MLA programs this theory and knowledge would be instilled into the MLA so when they present to laboratories for clinicals the best use of time can be done to provide the hands-on education they need to be successful in clinicals and after. It is important for MLAs to be certified upon completion of their programs because certifications verify the individual has sufficient knowledge of regulations and laboratory practices ensuring they meet quality and safety standards for healthcare facilities. It also ensures that they are being continually educated keeping up to date with best practices.

At my facility now, we are starting a career ladder program for our own employees to grow in their careers. We have seen the need for qualified individuals. Not everyone wants to become an MLT or Medical Laboratory Scientist (MLS) but wants to do a little more than just phlebotomy. So, we have created a way for them to advance, get more education, make more money and to help our techs with smaller tasks and some testing so they can be freed up to perform all the required technical duties. I don't think rural areas will be able to keep up with healthcare needs without taking action. The MLA program would be an appropriate response to the need we have and will continue to have. We are willing to host some clinical students at our facility to help the program with their start and we hope that we will have some new employees in the future because of this.

Sincerely,

Heather Scott, DCLS Candidate, MLS(ASCP)^{CM}
Blood Bank Supervisor
Hutchinson Regional Medical Center
1701 E 23rd Ave Hutchinson, KS 67502
scotthm@hutchregional.com
620-665-2341



312 Custer, Ness City, KS 67560-1654 Office:785-798-2291 FAX:785-798-3435

Kansas Board of Regents
1000 SW Jackson Street STE 520
Topeka, KS 66612-1368

To KBOR,

I am writing regarding the MLA program. Being a lab manager of a very small hospital, this program would greatly benefit us and any small hospital. It is a challenge to find staff in rural areas of the state. Financially, small hospitals struggle daily to keep costs down. If spots cannot be filled by an MLT, agency staffing would bring even greater financial difficulty. Working short handed with minimal staff also puts a risk for employees leaving with burn out being a big issue in smaller facilities. The ability to have options would benefit us and many other facilities in many ways.

Ness County Hospital has been helping students with the phlebotomy clinicals for several years. We have had some amazing students come in for clinicals. They would make great MLA's if the program was added. I would have no issue with hiring any of the students who have done clinicals here at our facility.

Ness County Hospital has a desire to help students and a need for dedicated staff members. I would like to work with BCCC and this program to help benefit our facility along with the students. From interviewing to mentoring with clinicals, Ness County Hospital would be happy to help the students to become wonderful MLA's. The need is there. We are dedicated to making a difference for our patients. Dedicated, trained staff is the first step in making a wonderful facility even better.

Best regards,
Debra Hamilton
Ness County Hospital
Laboratory Manager
Phone: 785-798-2291 Ext 282
Fax: 785-798-3435
Email: debrah@nchospital.org



250 W. 9th ST. Hoisington, Ks 67544

To the Kansas Board of Regents (KBOR)

1000 SW Jackson Street Ste 520

Topeka, KS 66612-1368

Dear Members of the Board,

I am writing to provide my encouragement of the Medical Laboratory Assistant program at Barton Community College. This program holds significant importance here at Clara Barton as it directly addresses the pressing need for certification among my employees and the other hospitals around. Healthcare facilities are hurting for employees in every department, but we are seeing a tremendous hurt in the laboratories all around and I believe that having a Medical Lab Assistant program right here in our community will help aid in reducing this affect.

By offering this program, it will provide the essential training and education needed to grow my staff that can work independently. This is important coming from a critical access hospital because we are not staffed 24 hours, resulting in all my certified employees (lab assistants and lab techs) taking turns working on call.

As the demand for Medical Lab Assistants continues to grow, we recognize the importance of investing in these programs that can help produce qualified professionals to meet this demand. This program will allow phlebotomists to excel in their career when they are not necessarily wanting to be a Medical Lab Technician, and we are seeing a need for this daily.

Here at Clara Barton, we take great pride in being a host for clinical students. This provides them with hands-on learning experience in local facilities but also, shows our commitment to nurturing the next generation of healthcare professionals. We believe that this collaboration will not only enrich the learning experience for students but also contribute to the overall growth and advancement of the medical community.

In conclusion, our lab offers our support for the implementation of the Medical Laboratory Assistant program. We truly believe that this program has the potential to make a huge impact, not only within our organization but also in the communities all around. Thank you for considering our endorsement, and we cannot wait to see this program flourish.

Sincerely,

Tyler Brown Schremmer
Lab Director
Clara Barton Medical Center
(620) 653-2114 ext. 0753

Dear Barton County Community College,

I am writing to express my support for the Medical Laboratory Assistant (MLA) certificate program being developed for high school students at Barton. This innovative initiative represents an opportunity for students interested in pursuing careers in the medical field, particularly those focused on laboratory and science.

The MLA certificate program serves as a valuable "half-way" certification option, bridging the gap between the Phlebotomy program and advanced studies in Medical Laboratory Technology or Medical Assisting. By offering this certificate, we are not only providing students with a pathway to gain industry-recognized credentials through ASCP, but we are also equipping them with essential skills that can lead to meaningful careers in healthcare.

The flexibility of online coursework, combined with hands-on training in Phlebotomy and Basic Lab Skills, makes this program accessible even to those who have not yet obtained their high school diploma. This inclusivity fosters a supportive learning environment and encourages students to advance their education and career prospects.

I wholeheartedly recommend the Medical Laboratory Assistant certificate program to our students and believe it will be a tremendous asset to our community. I look forward to collaborating with you to ensure that our students are well-informed about this exciting opportunity and to support their aspirations in the medical field.

Thank you for your commitment to developing this program and for your ongoing partnership with our school.

Sincerely,

Michelle Blaske
District School Counselor
Macksville USD 351

GREAT BEND HIGH SCHOOL

2027 MORTON STREET · GREAT BEND, KANSAS 67530 · (620) 793-1521 · FAX (620) 793-1537

September 25, 2024

To Whom It May Concern,

I am writing to express my support for the Medical Laboratory Assistant (MLA) certificate program being developed for high school students at Barton. This innovative initiative represents an opportunity for students interested in pursuing careers in the medical field, particularly those focused on laboratory and science.

The MLA certificate program serves as a valuable "half-way" certification option, bridging the gap between the Phlebotomy program and advanced studies in Medical Laboratory Technology or Medical Assisting. By offering this certificate, we are not only providing students with a pathway to gain industry-recognized credentials through ASCP, but we are also equipping them with essential skills that can lead to meaningful careers in healthcare.

The flexibility of online coursework, combined with hands-on training in Phlebotomy and Basic Lab Skills, makes this program accessible even to those who have not yet obtained their high school diploma. This inclusivity fosters a supportive learning environment and encourages students to advance their education and career prospects.

I wholeheartedly recommend the Medical Laboratory Assistant certificate program to our students and believe it will be a tremendous asset to our community. I look forward to collaborating with you to ensure that our students are well-informed about this exciting opportunity and to support their aspirations in the medical field.

Thank you for your commitment to developing this program and for your ongoing partnership with our school.

Sincerely,

Lacy Wolters, CFP®
ACT/Career Coordinator
Great Bend High School
lacy.wolters@usd428.net
620.793.1521

September 27, 2024

To Whom It May Concern:

I am writing to express my support for the Medical Laboratory Assistant (MLA) certificate program being developed for high school students at Barton Community College. This innovative initiative represents an opportunity for students interested in pursuing careers in the medical field, particularly those focused on laboratory and science.

The MLA certificate program will serve as a valuable stepping-stone certification option, connecting the Phlebotomy program and advanced studies in Medical Laboratory Technology or Medical Assisting. As the Career and Technical Education Coordinator for the Stafford School District, I appreciate this opportunity for my students to gain industry-recognized credentials through ASCP and to equip them with essential skills that can lead to meaningful careers in healthcare.

My students can complete the online coursework here at Stafford High School and then attend the hands-on training in Phlebotomy and Basic Lab Skills, making this program accessible even to those who have not yet obtained their high school diploma. This inclusivity fosters a supportive learning environment and encourages students to advance their education and career prospects. It gives them confidence to take the next steps in their education following high school.

I wholeheartedly recommend the Medical Laboratory Assistant certificate program to our students and believe it will greatly benefit our students and community. I look forward to collaborating with you to ensure that our students are well-informed about this exciting opportunity and to support their aspirations in the medical field.

Thank you for your commitment to developing this program and ongoing partnership with our school.

Sincerely,

Theresa Lowther
Student Success Coordinator
CTE Coordinator
Stafford USD 349

Appendix C
Advisory Board Minutes

Advisory Board Meeting Agenda


Team Name:	MLT program	Date:	Oct 10, 2023
Process/Project:	Advisory Board Meeting	Time:	10:00AM
Recorder:	Carla Enstrom, Secretary	Place:	Zoom

Meeting Facilitator: Karen Gunther, Director MLT program

Advisory Board Members:

Name	Business	Title	Present
Kottas, Kathleen	Barton Community College	Dean	Yes
Baker, Chris	Barton Community College	Executive Director	Yes
Gunther, Karen	Barton Community College	Director	Yes
Thompson, Andrea	Barton Community College	Instructor	Yes
Bayliff, Risa	Barton Community College	Adjunct Instructor	Yes
Enstrom, Carla	Barton Community College	Secretary	Yes
Brown, Tyler	Clara Barton Hospital	Lab Manager	
Bird, Tammy	Meade District Hospital		
Brandenburg, Tia	Jennie Edmunson Hospital		Yes
Casey, Chris	Hutchinson Regional Medical Center	Lab Manager	
Clark, Amber	McPherson Hospital	Lab Manager	
Conrady, Melissa	Okeene Hospital Medical Center		
Delacruz, Ruth	Geary Community Hospital		
Engle, Kristi	Pawnee Valley Hospital	Lab Manager	
Frederking, Laura	UKHS – Great Bend Campus	Lab Manager	Yes
Gottschalk, Trina	Quest Diagnostics – Hays, KS		
Hamby, Morgan	Summers County ARH Hospital		
Hein, Taylin	Lawrence Memorial		
Kramer, Eugene	Modoc Medical Center		
Lopez, Stacie	Stafford County Hospital		
Marciszewski, Marchell	Marion Hospital	Lab Manager	Yes
McKee, Trevor	Memorial Health – Abilene, KS	Lab Manger	Yes
Moser, Kori	Citizens Medical Center – Colby, KS	Lab Manager	Yes
Ocker, Kristie	Salina Regional Hospital		Yes
Odell, Darrell	Fredonia Regional Hospital	Lab Manager	
Perrault, Sheena	St. Mary’s Regional Medical Center	Director	
Petz, Jessica	Ellinwood District Hospital		Yes
Phillips, Lori	Goodland Regional Medical Center		
Pulley, Tiffany	Rice Co. District Hospital		Yes
Rinkle, Amy	St. Mary’s Regional Medical Center – Enid, OK		
Simon, Mandy	Osborne Co. Memorial Hospital		
Staats, Kevin	Wamego Health Center		
Tolosa, JoAnn	Pratt Regional Medical		Yes
Tran, Ben	Newton Medical Center	Education Coordinator	
Werner, Sami	Rooks County Health Center – Plainville KS		
Woltemath, Kirbi	Patterson Health Center– Anthony, KS		
Additional Guests:			
Name	Business	Title	Present
Logan Jansonius	Greeley Co Hospital	Lab manager	Yes
Celestia Seymour	Susan B Allen Hospital	Lab manager	Yes
Megan Hightower			Yes
Amber Burnett			Yes
Kathryn Bartholomew			Yes
Katherine Ballard			Yes

Latoya Jenkins	LabCorp Houston	Lab manager	Yes
Rose Castellanos	South Texas Health System	Lab manager	Yes
Gaye Daniels	Mitchell Co Hospital Beloit	Lab manager	Yes
Cassy Richards	Nebraska Methodist - Omaha	Education coordinator	Yes
Hailey Long	Quest – Hays		Yes
Holly Hamilton	Lawrence Memorial	Lab manager	Yes
Jeanne Anderson	Barnes Jewish – St. Louis	Lab manager	Yes
Jessi Schneider	Community Healthcare – Marysville KS		Yes
Laci Williams	Kearney Co Hospital	Lab manager	Yes
Heather Scott	Hutchinson Hospital	Blood bank supervisor	Yes
Valerie McMillan			Yes
Ryan Smith	Hutchinson Clinic	Lab manager	Yes
Margie Bunnel	Anderson – St. Lukes		Yes

Presenter	Key Discussion Points	Actions Needed	Actions Taken
Karen Gunther	Welcome and Introductions		New Administrative assistant – Carla Enstrom
Karen Gunther	Purpose of Advisory Board		<ul style="list-style-type: none"> • Provide advice and support for programs. • Assist in the establishment and validation of industry-recognized knowledge and skills. • Partner in the exploration, evaluation and adoption of assessment tools, industry-recognized credentials and/or other certifications or accreditations. • Participate in curriculum development and program alignment projects as required by the Kansas Board of Regents. • Assist in the review process to align Perkins IV requirements with institutional and statewide initiatives. • Assist in the identification of strategies to promote career and technical education programs. • Assist in the identification of appropriate training, internship and employment opportunities. • Evaluate training facilities and program equipment; make suggestions appropriate to industry standards. • Participate in college and/or program related activities.
Karen Gunther	Old Business: Minutes Spring 2023	Vote to approve minutes	 Advisory Board Meeting Sp23 Minutes Advisory Board Meeting Sp23 Minutes.docx Vote to Approve Minutes: All Approve, No Nays

<p>Karen Gunther</p>	<p>Program statistics</p> <p>Added Teaching scope and Wifi camera for microscopes Phlebotomy Certification exams</p> <p>Discussions:</p>		<p>2023 May graduates = 20 students</p> <ul style="list-style-type: none"> 97% pass rate for the May 22 graduates 😊 May 2023 grad pass rate 10 tested/8 pass 80% <p>2023 Attrition</p> <ul style="list-style-type: none"> 2 removed for Academic Integrity 1 removed for grades <p>2024 anticipated graduating class = 12</p> <p>We have become a certification site for the AMCA 8 students have tested; 5 have passed – unable to determine how many take and pass ASCP exam</p> <ol style="list-style-type: none"> MLA certificate program See prior poll Cooperative lab hours – Advanced standing – Advanced standing could be offered for reduced clinical practicum hours with grades and experience considered. Recruiting employees and students <ul style="list-style-type: none"> Kansas Hospital Association booklet – Virtual career fair for high school students HOSA – all healthcare ASCLS KS meeting Virtual job fair? – yes, we would like to see this happen again.
<p>Karen Gunther</p>	<p>COVID impact / Student issues</p>	<p>Are we still seeing an impact?</p>	<p>Common concerns: Short staff for cooperative and clinical sites, increased demand on current employees, and unable to add in student instruction.</p> <p>Students are already working full time – clinical lab staff doesn't have time to work with students. Wanting to do clinicals in 12-hour days.</p> <p>Current impact:</p> <ul style="list-style-type: none"> Lack of COOP sites and clinical rotation sites Adaptability of students – soft skills Additional class offerings/semester to catch up – added Immunology and UA to summer schedule <p>Future impact:</p> <ul style="list-style-type: none"> Options for COOP labs – virtual, required on campus, videos Incorporating new technology and content knowledge Increased Clinical rotation time – comp exams

			<ul style="list-style-type: none"> Clinical rotation hours/evening/weekends – with approval has been implemented/allowed
Karen Gunther	Feedback		<p>Survey Link:</p> <p>https://forms.office.com/r/3BvtUyD1jV</p>
Karen Gunther	Curriculum Review Guides are to be updated in F2024	Vote to approve	
Dr. Kottas	College Updates		
Karen Gunther	Closing		Thank you!

Attendees:

Carla Enstrom - Barton
Karen Gunther - Barton
Gaye Daniels - Mitchell County Beloit
JoAnn Tolosa - Pratt
Jessica Petz - Ellinwood
Megan Hightower
Amber Burnett – MAWD Overland Park
Anabel (Navarro) Menorah Medical – Overland Park
Andrea Thompson - Barton
April McLemore MLMH
Brandon Reed - California
Cassy Richards – Ne Methodist Omaha
Celestia Seymour – Susan B Allen
Chris Baker - Barton
Hailey Long – Hays Med Quest
Holly Hamilton – Garden City
Jeanne Anderson
Jessi Schneider
Kaitlyn Bartholomew
Katherine Ballard
Kathy Kottas - Barton
Kori (Mosier ?) – Colby - Citizens
Kristi Ocker – Salina Regional
Kristin Klein
Laci Williams Kearny County Hosp
Latoya Jenkins – Houston LabCorp
Laura Frederking – TUKHS Great Bend
Logan Jansonius - Greeley County
Marchell Marciszewski Marian Hospital (on agenda as Herington Hospital)
Margie Bunnell – St. Lukes Anderson Health
Mmhaer2
Rose Castellanos – South Texas Health
Ryan Smith Hutch Clinic
Trevor McKee – Memorial Health
Tiffany Pulley - Lyons
Valerie McMillen – Minneola Hospital
Vanessa Slemp
660 262 7451
Perla Eschilman – Great Bend Regional
Scott, Heather – Hutchinson Regional Med
Marchell Marcis. . . 100% would support that MLA ability with Barton

Celest at Susan B Allen - Agree

Logan Jansonius – Greeley Co Hosp - Definitely

Vote to Approve Minutes: All Approve, No Nays MLA poll

1. Would your facility support a Med Lab Assist program student? 97% yes – 3% no
2. If you answered yes to supporting an MLA program, would you be willing to hire an MLA 100% Yes
3. Do you feel MLA would be paid higher than Phlebotomist 90% Yes – 10% No
4. Do you see a need for MLA vs. Phlebotomist vs MLT 90% Yes – 10% NO
5. Would you be willing to write a letter in support of creating a MLA program? 77% Yes – 23% No

Appendix D
Notification of Program Development

Email and Letters sent on 8/14/2024

- Seward Community College;
- Manhattan Area Technical College

08/14/2024

Dear Kansas MLT Program Directors,

During the Barton Medical Laboratory Technology (MLT) Advisory Board meeting in the Fall of 2023, we discussed developing a Medical Laboratory Assistant (MLA) certificate program. The advisory board approved the development of the MLA program with a vote 97% in favor.

The reasoning for the development of an MLA program are as follows:

- Keeping MLT students interested in the laboratory profession during the general education pre-requisites.
- Providing a career ladder for phlebotomists to medical laboratory technician
- Encouraging certification options for OTJ trained laboratory employees
 - Validates skills and knowledge
 - Increased recognition and confidence
 - Increased satisfaction in chosen career and personal growth
 - Promote continued competence through certification renewal requirements
- Providing a pathway from Medical Assistant or Patient Care Technician to Medical Laboratory Technician

Curriculum for the MLA program would consist of:

- Phlebotomy certification course and clinical practicum
- Medical Terminology
- Basic Laboratory Skills
- General education courses required for Medical Assisting and Medical Laboratory Technology AAS programs
 - English comp 1
 - Intermediate or College Algebra
 - Anatomy & Physiology
 - Fundamentals of Chemistry or College Chemistry 1
 - Interpersonal communication or Public Speaking

Completion of the MLA program would lead to eligibility for ASCP – MLA certification

In summary, I am very excited to announce the proposed certificate program for Medical Laboratory Assistant.

Sincerely,

Karen Gunther MS, MLS(ASCP)
MLT Program Director
Barton Community College
guntherka@bartonccc.edu

Re: Program updates

From Jamie M. Williams <jamie.titus@sccc.edu>
Date Fri 8/16/2024 11:04 AM
To Gunther, Karen <GuntherKa@bartonccc.edu>

⚠ This is an external email from outside Barton Community College and may be malicious. Please be cautious when clicking links and opening attachments.

Hi Karen,

Thank you for the update. I actually have a student from Coffeyville coming to my program this semester. She will live in the dorm and everything. We currently have a new program director, Terry Kortla, who works remotely out of Austin. Suzanne retired in June. First year is full with a waiting list, and we are starting with 16 second year students. I graduated 11 at the end of July. Two have already taken and passed their ASCP BOC exam. I have several additional students throughout the pipeline taking care of prerequisites. I anticipate a busy semester.

Best of luck with your MLA program.

Jamie

Jamie Williams, MS, MLT (ASCP)^{CM}
Instructor, Clinical Coordinator, MLT
620-417-1419 (office) - 1449 (fax) • jamie.williams@sccc.edu
1801 N. Kansas Ave. / Liberal, KS 67901
TRUST INTEGRITY VALUING OTHERS STUDENT SUCCESS QUALITY



From: Gunther, Karen <GuntherKa@bartonccc.edu>
Sent: Friday, August 16, 2024 8:37 AM
To: Jamie M. Williams <jamie.titus@sccc.edu>; Amber D. Jones <amber.jones@sccc.edu>; marceyfickbohm@manhattantech.edu <marceyfickbohm@manhattantech.edu>
Subject: Program updates

This email is not from SCCC, contains a World Wide Web link and attachments. If you are not expecting this link please review the link and the email address to see if they are consistent before going to the web address or opening the attachment, as either could be malicious. Thank you!

Appendix E
MLA Course Description

- **MDAS 1672 Medical Terminology** 3 Credit Hours Medical Terminology includes medical terms commonly encountered in the day-to-day activities of medically oriented students. Each lesson consists of prefixes, root words and/or suffixes, exercises, pronunciation of terms, practical applications, and review sheets.

- **COMM 1200 Interpersonal Communication** 3 Credit Hours This course is designed to help students develop skills in communication and to acquire an understanding of verbal and non-verbal communications as a vital human relations factor in our society. Fulfills: Arts and Humanities, Written & Oral Communication

OR

- **COMM 1230 Public Speaking** 3 Credit Hours This course includes a study of the theoretical principles underlying effective communicative behavior, and the practical application of those principles in various communicative exercises and assignments. The course is designed to increase the awareness of the importance of speech communication in today's society and develop competency of speakers.

- **MATH 1828 College Algebra** 3 Credit Hours A study of polynomial, rational, exponential, and logarithmic functions and their graphs; complex numbers, systems of equations and inequalities, and an introduction to matrices and determinants. Additional topics may include conic sections, partial fractions, sequence and series, discrete mathematics, probability, and the binomial theorem. Fulfills: Mathematical Reasoning Prerequisite: MATH 1824 Intermediate Algebra with a grade of C or better OR having passed Module 12 in College Preparatory Mathematics OR appropriate placement score.

OR Statistics

- **MLTC 1503 Principles of Phlebotomy** 3 Credit Hours This class is an overview of the principles and practice of phlebotomy. The course will emphasize safety, specimen collection and specimen processing. Students will learn the basic skills required to collect a blood specimen. Minimum collections required for successful completion of the class. Upon successful completion of this class and MLTC 1501 Phlebotomy Clinical Practicum, the student is eligible to take a national phlebotomy certification exam and will be awarded a Barton Certificate of Completion. Prerequisite: Minimum 16 years of age

- **MLTC 1501 Phlebotomy Clinical Practicum** 1 Credit Hours Practical experiences at an approved health care facility in specimen collection. Requires a quota performance to meet national certification agency guidelines. Upon successful completion of this class and MLTC1503 Principles of Phlebotomy, the student is eligible to take a national phlebotomy certification exam and will be awarded a Barton Certificate of Completion. Prerequisite: MLTC 1503 Principles of Phlebotomy or consent of instructor.

- **MLTC 1512 Intro to Lab Skills (Basic Lab Techniques)** 3 Credit Hours A study of basic medical laboratory techniques for Physician's office and medical laboratory personnel. Primary emphasis is on physical and chemical urinalysis, macroscopic hematology and instrument maintenance.

- **LIFE 1408 Anatomy & Physiology** 0 or 5 Credit Hours The aim of this course is to provide the student with a knowledge of the structure and function of the human body. Emphasis is on the study of function in the body and a basic knowledge of gross anatomy.

Laboratory work will include a study of the major body systems. Fulfills: Laboratory Course, Pure Science

OR

- **LIFE 1407 Anatomy & Physiology I** 0 or 4 Credit Hours The aim of this course is to provide the student with a working knowledge of the structure and function of the human body. Emphasis is on the study of function in the body and a basic knowledge of gross anatomy. Laboratory work will include a study of the major body systems. This course is the first in a series of two.

AND

- **LIFE 1409 Anatomy & Physiology II** 0 or 4 Credit Hours The aim of this course is to provide the student with a working knowledge of the structure and function of the human body. Emphasis is on the study of function in the body and basic knowledge of gross anatomy. Laboratory work will include a study of the major body systems. This course is the first in a series of two. LIFE 1407 Anatomy & Physiology I with a grade of C or better

- **CHEM 1802 Fundamentals of General Chem 0 or 5 Credit Hours** This one semester course provides a study of inorganic and organic chemistry with less emphasis on problem solving than the College Chemistry sequence and more on the practical aspects of chemistry. This course is designed for those persons who need chemistry as a one-year terminal course, such as pre-agriculture, pre-baccalaureate nursing, home economics, nutrition, and similar majors. Fulfills: Laboratory Course, Pure Science Prerequisite: MATH 1821 Basic Algebra with a grade of C or better OR MATH 1806 Technical Mathematics with a grade of C or better (or higher level math course) OR having passed Module 5 in College Preparatory Mathematics OR appropriate math placement score.

OR

- **CHEM 1806 College Chemistry I** 0 or 5 Credit Hours This course stresses the conceptual and mathematical approach to understanding general chemistry and prepares the student to follow a science oriented four-year program. It provides students with the necessary tools to handle problems of both a theoretical and practical nature. The students taking this course are usually declared Chemistry, Physics, Engineering, Pre-Med, etc., majors. CHEM 1802 Fundamentals of General Chemistry OR High School Chemistry and Algebra II or equivalent.

- **MLTC 1518 Medical Lab Assistant Clinical practicum** (to be developed) 2 credit hours Practical experiences at an approved health care facility in specimen collection, processing, transport, and basic laboratory skills. Requires a quota performance to meet national certification agency guidelines. Upon successful completion of this class and the classes required for the MLA certificate, the student is eligible for ASCP Medical Laboratory Assistant (MLA) certification and will be awarded a certification of completion. Prerequisites: MLTC 1503, 1501, 1512, CHEM 1802, LIFE 1408, COMM 1200, MDAS 1672, MATH 1828

Appendix F
MLA Degree Map

This map provides a guide to completing a certificate program or an associate degree. Completion is subject to pre-requisite requirements and availability of the program/courses by location.

TERM 1		CREDITS	MILESTONE	SGE	COMPLETED
MDAS 1672	Medical Terminology	3			
COMM 1200 or 1230	Interpersonal Communications or Public Speaking	3		020 <input type="checkbox"/>	
MATH 1828	College Algebra, or Statistics	3		030 <input type="checkbox"/>	
MLTC 1503	Principles of Phlebotomy (8-week) session 1 *See advising notes	3			
MLTC 1501	Phlebotomy Clinical Practicum (8-week) Session 4	1	✓		
TOTAL CREDITS		13			

TERM 2		CREDITS	MILESTONE	SGE	COMPLETED
MLTC 1512	Intro to Lab Skills (Basic Lab Techniques) 16-week Session 2	3			
LIFE 1408	Anatomy & Physiology	5		020	
CHEM 1802 or 1806	Fundamentals of General Chemistry or College Chemistry I	5		040	
TOTAL CREDITS		13			



Milestone Courses should be taken in the term shown. This will help you stay on track and graduate on time.



Make your summer matter. Summer is a great time to take some courses and get ahead or stay on track.



After successful completion of this certificate, students will be eligible to sit for the following industry certification: Medical Lab Assistant MLA(ASCP)

Systemwide General Education (SGE) Key

010	English	6 hours
020	Communications	3 hours
030	Math & Statistics	3 hours
040	Natural & Physical Science	4-5 hours
050	Social & Behavioral Sciences	6 hours
060	Arts & Humanities	6 hours
070	Barton Designated	6 hours

sge.bartonccc.edu

General Advising Notes

* Subject to pre-requisite requirements prereq.bartonccc.edu

MLT students are required to have College Algebra or Stats.

Phlebotomy clinical is completed after Phlebotomy class - 78% required. Can be done at the end of MLA with MLA clinical practicum if the student takes the 16-week phlebotomy class

MLA clinical is completed after the Intro to Lab - 78% and all other MLA courses are completed.

Student Name _____ ID# _____

Barton County | Fort Riley | Fort Leavenworth | Grandview Plaza | Barton Online • bartonccc.edu

Non-discrimination Notice: Barton Community College is an equal opportunity provider and employer. Visit equal.bartonccc.edu for more information.

BARTON

COMMUNITY COLLEGE

This map provides a guide to completing a certificate program or an associate degree. Completion is subject to pre-requisite requirements and availability of the program/courses by location.

TERM 3		CREDITS	MILESTONE	SGE	COMPLETED
MLTC	MLA Clinical practicum - completed after Intro to Lab	2			
TOTAL CREDITS		2			

TERM 4		CREDITS	MILESTONE	SGE	COMPLETED
TOTAL CREDITS					

Suggested Emphasis Electives

Advising Notes

Student Name _____ ID# _____

Barton County | Fort Riley | Fort Leavenworth | Grandview Plaza | Barton Online - bartonccc.edu

Non-discrimination Notice: Barton Community College is an equal opportunity provider and employer. Visit equal.bartonccc.edu for more information.

Appendix G

CA-1a

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (July 2024)

Institution: Barton County Community College

Proposed Program: Medical Laboratory Assistant Certificate A

<u>IMPLEMENTATION COSTS</u>					
Part I. Anticipated Enrollment 10 students			Implementation Year		
Please state how many students/credit hours are expected during the initial year of the program?					
10 students/24 credit hours (online) 4 credit hours (F2F)			Full-Time	Part-Time	
A. Headcount: 10			5	5	
Part II. Initial Budget			Implementation Year		
A. Faculty			Existing:	New:	Funding Source:
Full-time	#		\$0	\$0	
Part-time/Adjunct	#1		\$7290	\$0	College general budget
			Amount	Funding Source	
B. Equipment required for program			\$0		
C. Tools and/or supplies required for the program			\$230	Student fees/Program Budget	
D. Instructional Supplies and Materials			\$500	Student fees/Program Budget	
E. Facility requirements, including facility modifications and/or classroom renovations			\$0		
F. Technology and/or Software			\$260	Student fees/Program Budget	
G. Other <i>(Please identify; add lines as required)</i>					
Accreditation Fees (NAACLS) initial			\$1350.00	Perkins/program budget	
Total for Implementation Year			\$9630.00		

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (July 2024)

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: 20		10	10	
Part II. Ongoing Program Costs		First Two Years		
A. Faculty		Existing:	New: 1	Funding Source:
Full-time	#	\$	\$	
Part-time	# 1	\$ 14,580.00	\$	College general budget
		Amount	Funding Source	
B. Equipment required for program		\$0		
C. Tools and/or supplies required for the program		\$460	Student fees/Program Budget	
D. Instructional Supplies and Materials		\$1000	Student fees/Program Budget	
E. Facility requirements, including facility modifications and/or classroom renovations		\$0		
F. Technology and/or Software		\$520	Student fees/Program Budget	
G. Other <i>(Please identify; add lines as required)</i>				
Continued accreditation fees NAACLS		\$2968.00	Program budget	
Total for Program Sustainability		\$19,528.00		

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

Submit the completed CA-1a application and supporting documents as a PDF included in the CA1 completed application packet.

Appendix H
CA-1b

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:	Barton County Community College
Program Title:	Medical Laboratory Assistant certificate
Program CIP Code:	51.0802

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

Fee	Short Description	Amount

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

Course ID	Short Description	Amount

Please list items the student will need to purchase on their own for this program:

Item	Short Description	Estimated Amount
MLTC 1503 Principles of Phlebotomy	*The Phlebotomy Textbook 4th ed Strasinger ISBN: 13:978-0-8036-7582-7	\$80
MDAS 1672 Med Term	CENGAGE UNLIMITED, 1 TERM (4 MONTHS) SUBSCRIPTION CENGAGE SBN13: 9780357700037 EDITION: 1ST COPYRIGHT: 3/8/2018	\$151
COMM 1200 Interpersonal Communication	INTERPERSONAL COMMUNICATION FLOYD ISBN13: 9781260822885 EDITION: 4TH FORMAT: PAPERBACK COPYRIGHT: 1/7/2020	\$58
MATH 1828 College Algebra	ALTA SINGLE TERM ACCESS KNEWTON ISBN13: 9781635452440 EDITION: 1ST COPYRIGHT: 1/1/2019	\$48
MLTC 1512 Intro to Lab Skills	Basic Clinical Laboratory Techniques Barbara H. Estridge, Anna P. Reynolds ISBN 13-1111138363 6th Edition Copyright 2012	\$162

KBOR Excel in CTE Fee Summary for Proposed Academic Programs

CA-1b Form (2020)

LIFE 1408 A&P	ESSENTIALS OF HUMAN ANATOMY & PHYSIOLOGY [RENTAL EDITION] MARIEB, ELAINE N. ISBN13: 9780137375561 EDITION: 13 FORMAT: TEXTBOOK COPYRIGHT: 1/8/2021	\$80
Castlebranch compliance	Compliance package required for clinical practicums - Immunization tracking, Background Check	\$105.00

Appendix I
CA-1c

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

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

Program Eligibility

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

Program Levels:

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

Stand-Alone Parent Program (SAPP) criteria:

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

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

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

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

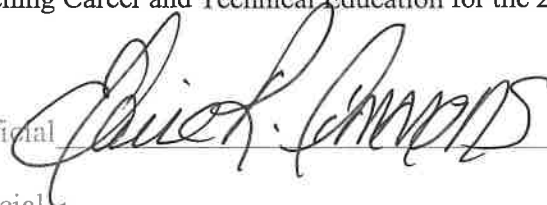
Name of Institution	Barton County Community College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Karen Gunther MLT Program Director guntherka@bartonccc.edu 620-786-1133
Name, title, phone, and email of the Perkins Coordinator	Krystall Barnes, Perkins Coordinator barnesK@bartonccc.edu 620-792-9234
Program Name	Medical Laboratory Assistant (MLA)
Program CIP Code	51.0802
Educational award levels <u>and</u> credit hours for the proposed request(s)	Certificate A – 28 credit hours
Number of concentrators for the educational level	Anticipated 10
Does the program meet program alignment?	There are no MLA accredited programs in Kansas
How does the needs assessment address the occupation and the program <i>(provide page number/section number from the CLNA and describe the need for the program)</i>	CTE Pathways/Program not currently offered but are needed based on Occupational demands 51.0802 Medical Laboratory Assistant is within the same SOC code as MLT and is therefore, considered a “Bright Outlook” occupation by O*Net OnLine (https://www.onetonline.org/). <ul style="list-style-type: none"> • Projected to grow faster than average (employment increase of 5% or more) over the period 2022-2032 for the US nationwide • Projected to have 100,000 or more job openings over the period 2022-2032 for the US nationwide • <u>New & Emerging</u> occupation
Justification for conditional approval: <i>(how will Perkins funds will be used to develop/improve the program)</i>	Program development, initial accreditation application fees with NAACLS
Pursuant to Americans with Disabilities Act, the proposed program will be offered in a location or format is fully accessible, according to applicable ADA laws? <i>(Contact Board staff for technical assistance if there are questions regarding accessibility)</i>	Yes, Online

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

Signature of College Official



Date



Signature of KBOR Official

Date

Appendix J
CA-1d

Kansas Promise Eligibility Request Form

CA-1d Form (2024)

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

Program Eligibility

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

- 1) approved by the Board of Regents;
- 2) high wage, high demand or critical need; and
- 3) identified as a “promise eligible program” by the Board of Regents pursuant to K.S.A. 2021 Supp. 74-32,272:
 - Information Technology and Security
 - Mental and Physical Healthcare
 - Advanced Manufacturing and Building Trades
 - Early Childhood Education and Development

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

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

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

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

Name of Institution	Barton Community College
Name, title, and email of person responsible for Academic program	Karen Gunther MS, MLS(ASCP) Director MLT Program guntherka@bartonccc.edu 620-786-1133
Name, title, and email of Financial Aid contact	Myrna Perkins Director of Financial Aid perkinsm@bartonccc.edu

Kansas Promise Eligibility Request Form

CA-1d Form (2024)

Information Technology and Security				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date

Mental and Physical Healthcare				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date
51.0802	Medical Laboratory Assistant no data – Medical Lab Technology	High demand	Certificate	Fall 2025

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

Early Childhood Education and Development				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date

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

**If any programs are claiming “critical need” status, please provide supporting documentation:

Signature of College Official _____

Date _____

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

Appendix K

Institutional Level Approvals

1. Board of Trustee Minutes
 - Notes
2. PTP Minutes
3. LICC Minutes

**Regular Meeting of the Board of Trustees
Barton County Community College
September 24, 2024**

ATTENDANCE

Trustees Present: Mike Johnson; John Moshier; Carl Helm, Cole Schwarz, and Dale Maneth.

Trustees Absent: Gary Burke

Other Attendees: Amye Schneider; Marcus Garstecki; Brooke Cook; Renee Demel; Elaine Simmons; Mark Dean; Angie Maddy; Kathy Kottas; Chris Baker; Mary Foley; Lindsey Bogner; Maggie Harris; Jennifer Bernatis; Stephanie Joiner; Josh Winkler; Jo Harrington; Brandon Steinert; Melissa Feist; Larissa Graham; Susan Thacker, Great Bend Tribune. via ZOOM: Claudia Mather; Kurtis Teal; Kaitlin DeWerff; Lindsay Holmes; Lori Crowther; Krystall Barnes; Cheryl Brown; Lee Miller; Brian Howe; Cheri Robinson.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mike Johnson, Board Chair called the monthly meeting of the Board of Trustees of Barton County Community College to order at 4:00 p.m. in F-30 in the lower level of the Fine Arts Building. He then led in the Pledge of Allegiance.

PUBLIC COMMENT

Mike Johnson, Board Chair invited public comment; there were none offered.

INTRODUCTION OF GUESTS AND NEW EMPLOYEES

- Carla Dietz, Coordinator of Adult Healthcare introduced Judith Knaple – Instructor (Adult Healthcare) (Barton Campus).
- Mary Foley, Executive Director of Agriculture and Industry Education introduced Sondra Robinson – Administrative Assistant (Ag and Industry Education) (Barton Campus).

BOARD MONITORING REPORT – END 1: FUNDAMENTAL SKILLS

Melissa Feist, Coordinator of Adult Education; Jo Harrington, Coordinator of Assessment and Instructor of Mathematics; and Stephanie Joiner, Executive Director of Foundational Education gave this report.

CHILD DEVELOPMENT CENTER (CDC)

Larissa Graham, Director of the Child Development Center gave this presentation.

FOUNDATION REPORT

Lindsey Bogner, Executive Director of Institutional Advancement gave this report.

CONSENT AGENDA

Routine items are presented for action in one motion. Any Trustee may remove an item from the consent agenda for individual discussion and action. It is recommended that the Board approve the consent agenda as presented.

- a) Medical Laboratory Assistant Program
- b) Personnel
- c) BOT Meeting Minutes of August 27, 2024

Trustee Moshier moved the Board approve the consent agenda as presented. The motion was seconded by Trustee Schwarz. Following discussion, the motion carried 5-0.

INCIDENTAL INFORMATION AND DISCUSSION ITEMS

- a. President's Report of Monthly Activities
- b. KACC/Board Chair Report by Mike Johnson
- c. KBOR Update by Carl Heilman, President
- d. Upcoming Events
- e. Miscellaneous

**Regular Meeting of the Board of Trustees
Barton County Community College
September 24, 2024**

EXECUTIVE SESSION

Chair Johnson advised that an executive session would NOT be necessary.

PUBLIC COMMENT

Mike Johnson, Board Chair again invited public comments; there were none offered.

ADJOURNMENT

The meeting adjourned at 5:43 p.m.

Mike Johnson, Chair

John Moshier, Secretary

Recorded by Amye Schneider

President's Staff Meeting Notes
9:00 – A-113
August 19, 2024

<u>Present X</u> <u>Absent 0</u>		<u>Present X</u> <u>Absent 0</u>		<u>Present X</u> <u>Absent 0</u>	
Amye Schneider	X	Todd Mobray	X	Mark Dean	X
Marcus Garstecki	X	Brian Howe	X- Zoom	Angie Maddy	0
Renee Demel	X	Krystall Barnes	X	Lindsey Bogner	X
Myrna Perkins	X	Kurt Teal	X- Zoom	Jenna Hoffman	X
Elaine Simmons	X	Claudia Mather	X- Zoom	Trevor Rolfs	X
Maggie Harris	X	Kathy Kottas	X		

1. Medical Laboratory Assistant – Karen Gunther/Chris Baker were present to review the Medical Laboratory Assistant Program. Karen reviewed the program. There was one clarification with no concerns identified. This will move on to the September Board Study Session and Board meeting for presentation and approval.

2. Grants & Contracts

- Krystall Update Krystall reviewed grants as presented.
- Kurt Update Kurt reviewed updates as presented. Kurt also shared OSHA is facilitating site visits.

3. Accreditation Update – Myrna provided a Student Assessment Update and history with HLC. Jo has been approved to be a facilitator for HLC Assessment Academy.

4. New/Revised Policy and Procedures

First Reading – Jenna

- 2454 – Professional Dress
- ✓ Employee Questions/Comments

Per discussion and based on questions/comments, Mark Dean advised that this procedure would go to a team to review, revise and bring back at a future date.

5. Institutional Effectiveness – Todd reviewed the most recent reports, applied vs enrolled.

- Fall Point-In-Time Comparison (hand out)

6. President's Office – Dr. Garstecki

- Strategic Planning Process – Dr. Garstecki advised that strategic planning, Executive Leadership committee, will be meeting on a quarterly basis. The Executive Leadership committee is comprised of all of President's Staff along with others from across campus. This group will meet quarterly with the meetings being moved to the afternoons to accommodate teaching schedules. The first quarterly meeting will take place in October. A Strategic Planning workgroup, comprised of the following President's staff members – Dr. Garstecki, Angie Maddy, Elaine Simmons, Mark Dean, Kathy Kottas, Myrna Perkins, Todd Mobray, Lindsey Bogner, and Claudia Mather, will begin meeting, starting in late September to begin the review.
- Board of Trustees Meeting

7. Miscellaneous/Announcements

- Employee Directory is now a Power BI directory. If you see updates or changes that need to be made, forward those to Jenna and Todd.
- Foundation Update – Lindsey Bogner shared updates on the Foundation Auction, Scholarships awarded so far, scholarship application deadline. The Shafer Gallery upcoming reception and Masquerade Ball.
- Communications Update – Maggie Harris shared Meet and Greet locations to meet the President for in Barton County and the County Seats in the other service area counties.

President's Staff Meeting Notes
9:00 – A-113
August 19, 2024

ENDS:

FUNDAMENTAL SKILLS (END 1)
ACADEMIC ADVANCEMENT (END 3)
REGIONAL WORKFORCE NEEDS (END 5)
STRATEGIC PLANNING (END 7)

WORKPLACE PREPAREDNESS (END 2)
BARTON EXPERIENCE (END 4)
BARTON SERVICES & REGIONAL LOCATIONS (END 6)
CONTINGENCY PLANNING (END 8)

Barton Core Priorities/Strategic Goals

Drive Student Success

1. Advance student entry, reentry, retention, and completion strategies.
2. Foster excellence in teaching and learning.

Cultivate Community Engagement

3. Expand partnerships & public recognition of Barton Community College.

Optimize the Barton Experience

4. Promote a welcoming environment that recognizes and supports student and employee engagement, integrity, inclusivity, value, and growth.

Emphasize Institutional Effectiveness

5. Develop, enhance, and align business processes.

AGENDA/MINUTES	
Team Name	Learning, Instruction and Curriculum Committee (LICC)
Date	8/14/2024
Time	3:30 – 4:30 pm
Location	Zoom https://bartonccc-edu.zoom.us/my/riegelsbcc

Facilitator	Brian Howe				Recorder	Sarah Riegel				
Team members									Present X	Absent O
	Team 1		Team 2		Team 3		Non-voting		Non-voting	
x	Brian Howe Team Lead	x	Lee Miller Team Lead	x	Mary Doyle Team Lead	x	Kathy Kottas	x	Chris Baker	
x	Rena Skelton	x	James Hill	x	Claudia Mather	x	Elaine Simmons	x	Jennifer Bernatis	
x	Tyler Schiffelbein	x	Stephanie Joiner	x	Kurt Teal	x	Darren Ivey	x	Josh Winkler	
		x	Lori Crowther	x	Megan Schiffelbein	o	Mary Foley			
Guest										
x	Karen Gunther									
Action Items						Reporter	New/ Revised	Effective Semester		
n/a										
Syllabi Submitted to Inactivate						Reporter	Inactivate	Effective Semester		
MLTR 1926							X	Fall 2024		
Other Items						Reporter				
Medical Laboratory Assistant Program <ul style="list-style-type: none"> • New 28 credit hour certificate • This certificate falls between Phlebotomy and MLT • Offered online • No new or additional equipment needed • Possible start date of summer or fall 2025 						Karen Gunther				

Absent: _____ have no concerns. Voted in advance to approve should majority agree.

ENDS:

1. Fundamental Skills
2. Work Preparedness
3. Academic Advancement
4. Barton Experience
5. Regional Workforce Needs
6. Barton Services and Regional Locations
7. Strategic Planning
8. Contingency Planning

Barton Core Priorities/Strategic Goals

Drive Student Success

1. Advance student entry, reentry, retention, and completion strategies.
2. Foster excellence in teaching and learning.

Cultivate Community Engagement

3. Expand partnerships & public recognition of Barton Community College.

Optimize the Barton Experience

4. Promote a welcoming environment that recognizes and supports student and employee engagement, integrity, inclusivity, value, and growth.

Emphasize Institutional Effectiveness

5. Develop, enhance, and align business processes.



AGENDA/MINUTES	
Team Name	Programs, Topics & Processes (PTP)
Date	8/14/2024
Time	2:15-3:15 pm
Location	Zoom https://zoom.us/j/5354602075

Facilitator	Elaine Simmons	Recorder	Sarah Riegel
-------------	----------------	----------	--------------

Team members						Present X	Absent O
x	Chris Baker	x	Mary Foley	x	Karly Little	x	Myrna Perkins
x	Janet Balk	x	Lindsay Holmes	x	Angie Maddy	x	Samantha Stueder
x	Jenn Bernatis	o	Brian Howe	x	Claudia Mather	x	Laura Stutzman
x	Megan Chambers	x	Judy Jacobs	x	Mollie McReynolds	x	Kurt Teal
x	Tana Cooper	o	Erika Jenkins-Moss	o	Wendy Miller	x	Josh Winkler
x	Lori Crowther	x	Stephanie Joiner	o	Jeff Mills		
x	Mary Doyle	x	Kathy Kottas	x	Angel Morgan		
x	Erin Eggers	x	Abby Kujath	x	Jose Palacios		

Ex-Officio members							
o	Nicole Berger	o	Maggie Harris				
o	Sasha Bingaman	o	Dee Ann Smith				

Guests							
x	Karen Gunther						

Topics/Notes	Reporter
<p>Medical Laboratory Assistant (MLA) Program</p>   <p>Executive Summary MLA.DegreeMaps - - Medical Laboratory 28 credits three terms</p> <ul style="list-style-type: none"> • New 28 credit hour certificate program requested by advisory board • Falls between Phlebotomy and MLT programs • Online program with lab and clinical hours • Students will have the ability to earn an industry credential 	Karen Gunther

<p>Inventory College Processes Project</p> <ul style="list-style-type: none"> • CAM Process • Requisitions • Creating CRNs in Banner • Using R25 • Degree map process • International student processes and late arrivals • Employee orientation/onboarding • Faculty orientation • Course scheduling and financial aid – Work Group: Kurt, Jenn, Lori, Erin, Myrna, Kaitlin, Abby, Sarah, Elaine • LOI process • Creating Canvas shells • Cross listing classes in Canvas • Adding or changing a card in the portal • Recording keeping requirements 	All
--	-----

<ul style="list-style-type: none"> • 2+2 agreements • Problem resolutions in Maxient – Stephanie • Electronic college forms • Academic coaching process 	
<p>Problem Resolutions in Maxient https://cm.maxient.com/reportingform.php?BartonCCC&layout_id=75</p> <ul style="list-style-type: none"> • Nature of the Problem: <ul style="list-style-type: none"> ○ Course, Grade, or Instructor and Academic Integrity Basic Violation Finding – routes to Sarah Riegel and she will send it on the appropriate Dean or Executive Director ○ Business Office or Financial Aid – routes to Mark Dean ○ Other Concern – routes to Angie Maddy • Using this form through Maxient allows us to easily track problem resolutions in one place • This form will replace the word document that is embedded in the procedure • Consider implementing for this spring semester 	Stephanie
<p>Course Search Tool https://www.bartonccc.edu/enrollment/classes</p> <ul style="list-style-type: none"> • Angie will work with her team on some updates/changes to make it more user friendly 	Angie
<p>Webpage Guidance</p> <ul style="list-style-type: none"> • Communications wants guidance on which programs get their own webpage and which programs go under a departmental webpage • For example, Dance Instruction has its own webpage separate from Dance, but Tech Theatre is on the same webpage as Theatre • Draft Guidelines: <ul style="list-style-type: none"> ○ Does the program stand on its own with no relation to other programs? ○ Does the program have its own degree map? ○ Would a separate webpage benefit from specific photos and/or graphics? ○ Does the narrative length require a separate webpage? ○ Is there student benefit to combining related webpages? • Maggie will put something together to meet with a smaller group. Update at September meeting. 	Maggie/Samantha
<p>Special Populations Project</p> <ul style="list-style-type: none"> • KBOR requires special population questions to be asked of all students – not just CTE students in order to be compliant • Cowley model has been mentioned as a model • Krystall Barnes has provided KHEDS materials from the manual: pages 111-115 • Krystall Barnes has provided the special population questions that are currently asked of CTE students • Project goal: incorporate survey process to capture special populations feedback from all students by fall 2024 • IE has the survey completed and tested; Angie will a couple people read the questions again to make sure they are good; then will add to the acceptance email 	Angie
<p>Programs of Study Project</p>	Samantha/Elaine

<ul style="list-style-type: none"> • The goal is an automated table that serves both internal and external needs, maintains program currency, aligns with HLC compliance requirements and also ensures alignment with promotion, records and reporting. • Workgroup: Samantha, Angie, Myrna, Todd, Jose, Lori, Mary, Sarah, Kathy, Maggie, Kurt, and Elaine • Sam’s Update (April) <ul style="list-style-type: none"> ○ “We had a couple of setbacks in February with unrelated web issues and those have now been resolved, so new timeline we’ve established with our web vendor for the project is to have the table built and live by the beginning of May. The toggle, filtering capabilities and layout will be ready for us to review in that time in the event any design or functionality changes need to happen. During that time, our web vendor will also be implementing the Banner integration piece which we plan to have done by the end of June. Barring any entirely unforeseen Banner challenges or emergency web issues that pop up, this page will be live by July 1! It is the top priority on our projects with our web vendor so our allotted web hours will be directed at this unless an emergency arises.” • Update for May: it will be ready for feedback at the June PTP meeting • Update for June: Samantha will check with the web vendor about sending out the draft page to the group for review • Update for July: Table went live June 28th; advisement needs to complete a review; on standby • August status: working with web vendor; advising is reviewing the list and details 	
<p>Systemwide Elementary Education Degree/Education/Early Childhood</p> <ul style="list-style-type: none"> • KBOR has asked us to implement the approved transfer degree into: <ul style="list-style-type: none"> ○ Catalog (done) ○ Degree map (done) ○ Programs of Study/Webpage (done) ○ Recruitment (current and future students) – create a brochure – Stephanie and KellyAnn are meeting ○ Advisement (done) ○ Course development to ensure availability for fall 2024 (done) • New Collaboration – Education/Early Childhood – new position called Instructor & Coordinator of Early, Elementary, and Secondary Education 	Stephanie
<p>Confusion surrounding Networking (cert and AAS) programs</p> <ul style="list-style-type: none"> • Both originated under Networking Specialist, but now the cert is labeled Network or Networking Security Specialist • There are two listings on the programs of study webpage (https://bartonccc.edu/degrees-programs), but both take you to the exact same webpage/information <ul style="list-style-type: none"> ○ On the webpage, it reflects different terminology for the cert- should it be Network or Networking (the new degree map reflects Network) Security Specialist? <ul style="list-style-type: none"> ▪ Elaine, Mary, Josh, and Kathy will review our communications with KBOR • There are two different Banner codes for the cert (5215-Networking Specialist, 5150-Networking Security Specialist) <ul style="list-style-type: none"> ○ This causes data edits to have to be completed here at the FR office (have communicated confusion with Shanda Mull) ○ Should one no longer be used? 	Megan/Abby

- 5215 is the AAS and 5150 is the certificate
- Student example- Is listed as pursuing Networking Security Specialist in Banner but DegreeWorks reflects Network Cyber Specialist
 - We have to provide degree plans to soldiers in order for them to utilize their Tuition Assistance, so there is currently confusion on what the title on that degree plan should reflect
 - Lori fixed this

Difference between new admissions application, re-admit form, and Change of Major Request forms

Megan/Abby

- Ex: If a student submits a Change of Major form to update/change their program of study, they are advised to instead submit a new admissions application if it has been at least six months since they have completed a class or initially applied here at Barton. When they do this, sometimes we don't see their program of study get updated (when looking at SFAREGS), so we're wondering why. Is it up to Advisement or the Advisor to update SFAREGS once the admissions app is processed?
- I have been included on e-mails when re-admit forms are processed, but I'm not sure why these are submitted or where they can be found. Does their program of study get updated from these forms, or just contact information (address, phone number, etc.)?
- Angie and Tana will talk and get back with the group

DoD MOU Tuition Rate

Abby

With the new DoD MOU, soldiers taking classes at the Barton County Campus can only be charged the In-County tuition rate. We recently had a soldier sign up for a Barton County zoom class in which he was originally charged the in-state tuition rate. We have this corrected now but I thought it was important to share so all departments are aware in case it comes up again. Below are screenshots of the tuition rate choices available in the AI Portal (Army and Air Force):

Title	Credit Cost	Cost Type	Credit Type
In-County Tuition Cost	\$67.00	Traditional	Semester Hour
College Program: On Post Classes	\$141.00	Traditional	Semester Hour
Barton Online Tuition	\$150.00	Online / Distance Learning	Semester Hour

and the Academic Institution Module (Navy, Marine, Coast Guard):

Tuition Rates



School 4328A - Barton County Community College

Tuition Rate Type	Level	Cost Per Credit Hour	Credit Unit Type	Mod By	Mod Date	Verification
Fort Riley	Lower	\$141.00	Semester	Z4328A001	07/03/2024	Remove Verify ✓
Grandview Plaza	Lower	\$141.00	Semester	Z4328A001	07/03/2024	Remove Verify ✓
In-County Tuition	Lower	\$67.00	Semester	Z4328A001	07/03/2024	Remove Verify ✓
Barton Online	Lower	\$150.00	Semester	Z4328A001	07/03/2024	Remove Verify ✓
Fort Leavenworth	Lower	\$141.00	Semester	Z4328A001	07/03/2024	Remove Verify ✓

1 - 5 of 5

- Laura and Lori will discuss for next month's meeting


Construction Technology/Plumbing Programs

Mary F.



Carpentry
ReAlignment Executive

<ul style="list-style-type: none"> ● KBOR is requiring CA-2 application to modify. CAM has been initiated with the following presentations: <ul style="list-style-type: none"> ○ PTP – 3/13/24 (done) ○ LICC – 3/20/24 (done) ○ President's Staff – 4/22/24 (done) ○ Board Study Session – 5/14/24 (done) ○ Board Meeting – 5/28/24 (done) ● CA-2 Draft Due to VP Office – 5/20/24; sent to KBOR 6/10/24; KBOR approved 6/18/24 ● HLC – Myrna is working on the application ● Department of Education ● Program name changes to Construction Technology ● Program changes from 18 credit hours to 23 credit hours ● Effective date – Fall 2024 ● Campus location – Barton County(GB) ● Degree Map (Sarah) ● CIP code (Sarah) ● Major code (Lori) ● Banner/Degree Works (Lori) ● HLC/Dept of Ed (Myrna) ● Web pages/Programs of Study page (Samantha/Mary F.) ● College catalog ● Admissions application (Tana) ● Change of Major form (Mary D.) ● Brochures/publications (Mary F.) ● External promotion (Maggie) 	
<p>KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded</p> <ul style="list-style-type: none"> ● Goal is 946 for 2023-2024 (total for 2022-2023 was 998) <ul style="list-style-type: none"> ○ 5/20 = 739 (last year through 5/20: 973; last year through 5/31: 1002) ○ 6/11 = 962 (last year 1002) ● 2024-2025 <ul style="list-style-type: none"> ○ 6/11 = 10 (last year 9) ○ 7/10 = 19 (last year 9) ○ 8/14 = 91 (last year 145) ● Deadline to report completers to KBOR – May 31 (can be reported after 5/31 but students must finish by 5/31) 	Jeff/Jose
<p>Bulletin of Classes Swim Lane Deadlines (T-Drive)</p> <ul style="list-style-type: none"> ● September 27 is the deadline for spring 2025 	Lori
<p>Topics from Last Month</p> <ul style="list-style-type: none"> ● Adding New Programs to FR Admissions Application – Abby will check with Tana ● Course Scheduling Data <ul style="list-style-type: none"> ○ Course Cancellations ○ Drop Reasons ● Software Processes Wish List 	
<p>LICC Update</p> <ul style="list-style-type: none"> ● Updated the outcomes/competencies: CHLD 1500 	Sarah
<p>Web Site Update – n/a</p>	Samantha

Barton Online Update <ul style="list-style-type: none"> • Summer 2024 was up 23% (majority was online) 	Erin
Center for Innovation & Excellence Update <ul style="list-style-type: none"> • Center open house on September 18, 1:00-4:00 • Add/drop email is working again 	Claudia
Academic Development Center Update <ul style="list-style-type: none"> • Formalized academic coaching processes • Piloting embedded academic coaches within our fall co-requisite courses • Published four-year report 	Stephanie
Institutional Effectiveness Update – n/a	Jeff/Angel/Jose
HLC/Department of Education Update <ul style="list-style-type: none"> • List of approved programs and locations with HLC and the Dept of Ed  <p>HLC and ED Approved Programs :</p> <ul style="list-style-type: none"> • Prison Education Program (PEP) application – target date to finish in August • 2024-25 FAFSA – soft launch of new application • New webpage to help students with FAFSA: https://bartonccc.edu/financialaid/fafsa • HLC criterion is changing effective September 2024 	Myrna
Student Services Update <ul style="list-style-type: none"> • Want to discuss tracking the number of certificates and degrees awarded 	Angie
Instruction Update – n/a	Elaine
Next Meeting September 11, 2024	