

New Program Request Form

CA1

General Information

Institution submitting proposal	Hutchinson Community College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Dr. Cynthia Hoss, Vice President of Academic Affairs (620) 665-3508 hosscc@hutchcc.edu
Identify the person responsible for oversight of the proposed program	Jillene Cunningham
Title of proposed program	Barbering
Proposed suggested Classification of Instructional Program (CIP) Code	12.0402 Barbering/Barber
CIP code description	A program that prepares individuals to shave and trim facial/neck hair and beards, cut and dress hair, fit hairpieces, give facial and scalp massages, apply cosmetic treatments, and to prepare for licensure as professional barbers at various levels. Includes instruction in facial shaving; beard and mustache shaping and trimming; shampooing; hair cutting; hair styles and styling art; facial treatments and massage; chemical applications; hair and scalp anatomy and physiology; hairpiece and toupee fitting; equipment operation; health and safety; customer service; and shop business practices.
Standard Occupation Code (SOC) associated to the proposed program	39-5011 Barbers
SOC description	Provide barbering services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves.
Number of credits for the degree <u>and</u> all certificates requested	Certificate B – 38 credit hours AAS – 62 credit hours
Proposed Date of Initiation	August 2020
Specialty program accrediting agency	Kansas Board of Barbering
Industry certification	Kansas Barber License

Signature of College Official Cynthia J. Hoss Date 4/21/2020

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, CA1-1a form).

***Institutions requesting subordinate credentials need only submit the items in blue. For example, an institution with an approved AAS degree has determined a need for a Certificate C in the same CIP code using the same courses used in the AAS degree program.*

Program Description

- **Related Program at Hutchinson Community College**

Hutchinson Community College (HutchCC) has a successful and established Cosmetology program. Although courses in HutchCC’s Cosmetology program cover men’s haircutting, there has been an increase in requests for more training on topics around serving men that are covered in barbering coursework. This has led to HutchCC Cosmetology graduates to attend private barbering programs to acquire an additional license in barbering. By being able to offer a barbering program, students will be able to acquire both cosmetology and barbering licenses while attending HutchCC. This will help meet a demand in our service area and allow for students to receive a barbering coursework at a lower cost than if they were to attend a private barbering program.

This requested Barbering program will reside in the existing facilities that also supports Cosmetology. Program curriculum has been aligned between these programs, so students can acquire both certificates, degrees, and state licenses without duplication.

While HutchCC will utilize a different prefix and course numbers for Barbering courses, the following crosswalk has been made to show the existing content being taught already by the institution as well as the courses that will be needed to offer this proposed program.

Hutchinson Community College - Program Crosswalk

Program Title: COSMETOLOGY			Program Title: BARBERING		
Course #	Program Courses	Number of Credits	Course #	Program Courses	Number of Credits
*CO100	Cosmetology I	3	*BR100	Barbering I	3
*CO102	Cosmetology II	1	*BR102	Barbering II	1
*CO110	Haircutting	3.5	*BR110	Sanitation, Tools & Haircutting	3
*CO111	Trichology & Shampoo Techniques	1	*BR111	Trichology & Histology of Hair	1.5
*CO120	Hair Coloring	3.5	*BR120	Hair Coloring	3.5
*CO121	Chemistry & Chemical Texturizing	1.5	*BR121	Chemistry & Pharmacology of Hair Services	1.5
*CO160	Salon Services and Operations	1	*BR160	Barbershop Services and Operations	1
*CO161	Salon Service Techniques	2	*BR161	Barbershop Service Techniques	0.5
*CO170	Kansas Laws, Licensing, and Ethics	1.5	*BR170	Kansas Laws, Licensing, and Ethics	1

*CO180	Clinical Experience Foundations	3	*BR180	Clinical Experience Foundations	3
*CO200	Cosmetology III	2	*BR200	Barbering III	1
*CO211	Men's and Women's Hair Design	0.5	*BR211	Men's and Women's Hair Design	1.5
*CO280	Client Services	2.5	*BR280	Client Services	2.5
CO125	Modern Hair Trends	2	BR112	History of Barbering	0.5
CO126	Salon Success	1	BR202	Barbering IV	0.5
CO181	Clinical Operations	3	BR220	Advanced Hair Techniques	3.5
CO183	Clinical Experience Precision	2.5	BR260	Barbering Services	0.5
CO265	Wigs and Long Hair Design	2.5	BR270	Shaving	3
CO266	Advanced Cosmetology Services	1	BR282	Clinical Experience Precision	3
CO275	Advanced Nails	0.5	BR284	Advanced Client Services	2
CO276	Cosmetology IV	0.5	BR286	Barbering Clinical Experience	1
CO281	Salon Clinical Experience	3		Certificate B Total	38
CO283	Complete Cosmetology Operations	3			
	Certificate C Total	45			
	Associate of Applied Science			Associate of Applied Science	
*IS104	Microcomputer Applications	3	*IS104	Microcomputer Applications	3
	*Communication Option	3		*Communication Option	3
SH101	Public Speaking		SH101	Public Speaking	
BU109	Business Communications		BU109	Business Communications	
	*Psychology/Sociology Option	3		*Psychology/Sociology Option	3
PS101	Human Relations		PS101	Human Relations	
PS100	General Psychology		PS100	General Psychology	
SO100	Fundamentals of Sociology		SO100	Fundamentals of Sociology	
	*Composition Option	3		*Composition Option	3
EN107	Business English		EN107	Business English	
EN100 & EN099	English Composition IB & Elements of Writing		EN100 & EN099	English Composition IB & Elements of Writing	
EN101	English Composition IA		EN101	English Composition IA	
	*Mathematics Option	3		*Mathematics Option	3
BU108	Business Math		BU108	Business Math	

	Any math MA105 or higher			Any math MA105 or higher	
	*Cosmetology Electives	4		*Barbering Electives	9
AR101	Art Appreciation		AR101	Art Appreciation	
BU100	Small Business Accounting		BU100	Small Business Accounting	
BU111	Quickbooks		BU111	Quickbooks	
BU202	Marketing		BU202	Marketing	
BU204	Advanced Small Business Management		BU204	Advanced Small Business Management	
BU141	Principles of Selling		BU141	Principles of Selling	
BU105	Introduction to Business		BU105	Introduction to Business	
BU203	Principles of Supervision		BU203	Principles of Supervision	
BU101	Accounting I		BU101	Accounting I	
BU109	Business Communications		BU109	Business Communications	
BU118	Introduction to Leadership		BU118	Introduction to Leadership	
BU145	Principles of Advertising		BU145	Principles of Advertising	
BU142	Principles of Retailing		BU142	Principles of Retailing	
BU151	Introduction to Entrepreneurship		BU151	Introduction to Entrepreneurship	
BU152	Marketing Applications for Entrepreneurs		BU152	Marketing Applications for Entrepreneurs	
BU153	Financial Management for Entrepreneurs		BU153	Financial Management for Entrepreneurs	
BU154	Business Management for Entrepreneurs		BU154	Business Management for Entrepreneurs	
BU156	Developing the Business Plan		BU156	Developing the Business Plan	
	AAS Total	64		AAS Total	62

* Courses aligned to crossover between the Cosmetology and Barbering programs.

- **Provide a complete catalog description (including program objectives) for the proposed program.**

Program Description:

Both Associate of Applied Science (AAS) and Certificate options for Barbering are available to those interested in entering the workforce. The Barbering program is designed to provide coursework to build the knowledge and skills necessary for a solid foundation and licensure on which to build a lifelong career. Students will be eligible to sit for licensing examination with the Kansas Board of Barbering upon completion of the Barbering Certificate to become a fully licensed barber. With an additional twenty-four credit hours of coursework, students may earn an AAS in Barbering. This program utilizes hands-on skills and techniques used in today's top barbershops.

Program Outcomes:

- Artistically and skillfully illustrate men's haircutting, shampooing and scalp treatments, and styling on all clientele types.
 - Achieve hair color and chemical processes.
 - Model correct application of facial massaging and shaving, skin care, straight razor techniques, and manicuring.
 - Employ barbershop business success skills including marketing, customer service, sale of retail products, and developing client relations.
 - Comply with proper safety and sanitation procedures.
 - Demonstrate appropriate workplace professionalism.
- **List and describe the admission and graduation requirements for the proposed program.**
To be admitted to Hutchinson Community College's Barbering program, students must complete our online application (<https://cms.hutchcc.edu/admapp/admapp.aspx>) and submit a copy of their state issued ID (drivers' license) for a provisional Kansas Board of Barbering (KBOB) license. Following KBOB felony restrictions, students will also be required to complete a background check before being enrolling in the program. This background screening will be part of the application process for admission to the Barbering program degree and certificate options. Screening will be covered by a \$37.50 fee. In addition to successful completion of this screening, students will follow college policy and procedures for admission.

College admissions procedures are as follows:

Hutchinson Community College (HutchCC) is an open Admissions Institution. Students are admitted in one of the categories listed below. Students who have not submitted all required documentation are admitted on a provisional basis. Provisionally admitted students may enroll and attend classes pending receipt of transcripts and other required documents, but cannot be certified for participation in activities, or receive financial aid. Students remain on provisional status until all required documents are certified by the Director of Admissions.

Once admitted, students retain their admission status in the category in which they were originally admitted unless the student seeks to change his or her status. If a student seeks to change his or her admission's status, he/she should contact the HutchCC admissions office in order to be re-admitted. The college seeks to regularly update student information found on the admissions application.

Students must adhere to the following HCC graduation policy (*Policy Number: 1016*):

Students applying for the Associate of Arts, Associate of Science or Associate of General Studies degree must have earned a minimum of 25 percent of total credit hours from Hutchinson Community College ("HutchCC" and/or "the College").

Students applying for the Associate of Applied Science degree or stackable credential certificate programs are required to complete a minimum of 25 percent of total credit hours at Hutchinson Community College in the technical field for which the degree is granted. Technical coursework transferred from other institutions will be reviewed by the appropriate HutchCC program coordinator, department chair or their representative.

HutchCC posts degrees at three different periods during the school year: the date of the May commencement ceremony, July 31, and December 15. Student diplomas will bear the same dates as the completed transcripts although the College will hold only one commencement exercise per year. Students who have applied for graduation must complete the requirements within a calendar year or must reapply for graduation.

Although faculty advisers, department chairpersons and the Records Office staff assist in checking requirements, students are ultimately responsible for meeting graduation requirements.

Students shall follow the guidelines of the catalog under which they begin, provided they remain continuously enrolled at HutchCC from the semester of entry to the semester of graduation. Continuous enrollment is defined as the successful completion of at least one class during each semester (excluding summer sessions). Students who are not continuously enrolled from the date of entry to the date of graduation shall follow the guidelines of the catalog under which they reenter.

Students entering programs with selective admission requirements are required to meet current catalog admission standards and may have different graduation dates based upon state testing requirements.

Hutchinson Community College Graduate Profile

HutchCC graduates will be able to:

1. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
2. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
3. Demonstrate effective communication through reading, writing, listening, and speaking.
4. Demonstrate effective interpersonal and collaborative skills.
5. Demonstrate effective quantitative-reasoning and computational skills.

General Education Philosophy

The general education requirements at HutchCC are specific requirements that represent the philosophy of education to provide an adequate body of common knowledge necessary to assure a broadly based liberal education. These courses strive to provide proficiency in writing, reading, speaking and listening; they teach mathematical structures which acquaint students with critical thinking skills; they encourage an understanding of science and scientific inquiry; and they provide familiarity with various branches of human understanding.

Each degree program at HutchCC contains an integrated core of general education requirements. This emphasis helps students understand they are not only trained but also educated and that they are not only individuals but also members of the greater human community. It is a belief that these requirements can enrich the lives of students, broaden their perspectives, and make learning a lifelong enterprise.

Requirements for the Associate of Arts Degree, Associate of Science Degree, and Associate of General Studies Degree

A student may qualify for an Associate of Arts degree by completing a program of study consisting of 60 hours, with a minimum of 31 of those hours in general education courses from each of the areas listed below.

- English Composition I
- English Composition II
- Public Speaking
- College Algebra or Higher

and courses from each of the areas listed below.

- Humanities
- Social and Behavioral Sciences
- Natural and Physical Sciences

A student may qualify for an Associate of Science degree by completing a program of study consisting of 60 hours, with minimum of 33 of those hours in general education courses consisting of

- English Composition I
- English Composition II
- Public Speaking
- College Algebra or Higher

and courses from each of the areas listed below.

- Humanities
- Social and Behavioral Sciences
- Natural and Physical Sciences

A student may qualify for an Associate of General Studies degree by completing a program of study consisting of 60 hours, with minimum of 30 of those hours in general education courses consisting of

- English Composition I
- English Composition II
- Public Speaking
- Intermediate Algebra or Higher

and courses from each of the areas listed below.

- Humanities
- Social and Behavioral Sciences
- Natural and Physical Sciences

- Necessary Skills

Requirements for the Associate of Applied Science Degree

A student may qualify for an Associate of Applied Science degree by completing a planned program of study consisting of 60 hours as listed in the catalog as follows:

1. Specialization in the chosen technical field and related contextual courses (minimum of 45 college credits)
2. General education courses from at least three of the following areas (minimum of 15 college credits):
 - Arts and humanities
 - Communication
 - Mathematics and science
 - Social science
 - Necessary Skills

A student must maintain a GPA of 2.0. A student transferring to Hutchinson Community College must complete a minimum of 25 percent of total credit hours in a selected curriculum.

The electives requirement may be waived for students in those programs in which the number of credit hours in a selected curriculum mandated by an outside agency causes the graduation requirements to exceed 60 credit hours.

Students in Associate Degree Nursing, Health Information Management, Pharmacy Technology, Physical Therapy Assistant, Radiologic Technology, Respiratory Therapy, and Surgical Technology curricula must meet the accrediting agency requirements. The Vice President of Academic Affairs must give written approval for an exception to the selected curriculum.

A student may receive more than one associate of applied science degree.

Students applying for graduation from an A.A.S.-degree program with more than a five-year interruption in their educational program will have their transcripts reviewed by the appropriate program area for current program competencies.

Demand for the Program

- **Using the Kansas Department of Labor's Long Term Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections: occupational growth, occupational replacement rates, estimated annual median wages, and typical education level needed for entry.**

The Kansas Department of Labor provides limited data about barbering. The estimated annual media wage is \$24,520 and a postsecondary certificate is needed. While no jobs were listed as having been advertised online in Kansas, the related occupational group of Personal Care and Service Occupations on March 19, 2020 has listed 702 job openings. The closely related

occupation of Hairdressers, Hairstylists, and Cosmetologists is labeled by the Kansas Department of Labor as having a projected growing annual outlook.

On the national level, barbering is labeled as having a Bright Outlook according to O*NET. Based upon data from the Bureau of Labor Statistics, barbering has a projected growth of 7% to 10% between 2018 and 2028, which is faster than average. Projected job openings between 2018 and 2028 is 10,100, and the annual median wage for 2018 was \$13.44 hourly and \$27,960 annually.

Kansas counties in the central and western part of the state have a shortage of Barbers. The following survey come from the KBOB regarding demand in Kansas:

**Kansas Board of Barbering
Telephonic Survey of Kansas Barbers
Conducted Wednesday, February 3, 2016**

Survey Process

- 640 Total Kansas Licensed Barber Shops
- Survey Field included calls to 73 Shops
- 12% of Total Shops

Question	Percent YES	Percent NO	Average
Do you feel there is a shortage of barbers in Kansas?	78%	22%	
Do you feel there is a shortage of quality barber schools in Kansas?	90%	10%	
One problem with opening new barber schools in Kansas is the shortage of licensed instructors. Do you approve of an instructor apprentice program to train instructors?	82%	18%	
Do you feel having an annual inspection for all barber shops is sufficient to ensure an adequate level of Public Safety?	97%	3%	
Do you feel the \$80.00 annual barber license fee and \$40.00 shop license fee is fair and reasonable?	100%		
From 1-10 with 10 being most important, how would you rate the importance of the Kansas Board of Barbering to the barbering industry in Kansas?			Overall Average of 9.2

- **Show demand from the local community. Provide letters of support from at least three potential employers, which state the specific type of support they will provide to the program.**

Revised/Approved January 2018

FOX & ASH BARBERSHOP

03/01/2020

HCC

200 East 3rd
Hutchinson, KS 67501

Dear Alex Hass,

My name is Caleb Porter, one of the owners of FOX & ASH BARBERSHOP. We are located in McPherson and Wichita. We have expressed concerns in the past that there aren't opportunities for barbers in rural areas to go to school. Adding HCC Barbering would be a major benefit to our area.

There are only three cities in Kansas where a future professional can get their license; Kansas City, Wichita, and Topeka. These options are really only accessible for a certain student. They are local, single, no children, or have a second income in the household. We have spoken with so many qualified people that would thrive in this career, but they aren't in a situation where they can go to school. Most of them are married, have children, and are in a situation where they depend on that spouse's income. Adding a school in Hutchinson will allow those qualified individuals to be able to stay in their area, get support from their community, and be able to swing a part- or full-time school schedule. We recently hired two HCC graduates from their cosmetology program in McPherson. We actually sent them to school there because it was significantly more affordable, they were able to stay at a family member's house, and we offered them a yearlong internship in barbering while they were in cosmetology school. These same students want to go back to barber school so they can be dual licensed, but the barber schools available are further away and cost almost as much for a cross over program that it did for their cosmetology license at HCC.

We need licensed barbers in rural areas and F&A will continue to show our support for getting a program in our area and other rural areas in the state. Members of our staff educate for large companies and have shown interest in becoming licensed instructors. If needed, we will offer any support to HCC that they need whether that's through education, job shadowing, curriculum, or advice on what's working in the barbering industry. We hope you approve this program, it will change a lot of people's lives in our area.

Sincerely,

Caleb Porter

Owner

Fox & Ash Barbershop // Studio



March 29th, 2020

Alex Hass

Cosmetology Coordinator
HCC Cosmetology
(620)669-4575
200 East 3rd Hutchinson, KS 67501

Dear Alex Hass,

My name is Jason Strong and I am an accredited instructor of barbering and cosmetology as well as the owner of The London Barber and Coiffeur salon and barbershop in Hutchinson, Ks.

I am writing this letter to show my support for the barbering program to be offered by Hutchinson Community College. I believe that HCC has the ability and resources needed to educate and produce successful barbers prepared for state testing upon completion of the program and ready for hire upon passing. I look forward to assisting the college in providing a potential workplace for graduates, opportunity for job shadowing and offering any professional consultation, advice or industry knowledge if needed. Thank you for your consideration.

Sincerely,

Jason Strong

The London Barber & Coiffeur

620 e. 30th Ave., Hutchinson, Ks, 67502

620.960.0643 / 620. 615.2175



HAYDENS & CO
SALON AND BEYOND

Mary Jarrett
304 1/2 S. Main
Hutchinson, KS 67501

March 28, 2020

Alex Hass
200 E. 3rd
Hutchinson, KS 67501

Dear Mrs. Hass-

I am writing in support of the proposed Barbering program at Hutchinson Community College in Hutchinson, Kansas.

As an Advisory Board member for the college, as well as an Instructor- in- Training in the Cosmetology program, I have been part of discussions concerning the addition of a barbering program. It has received much interest and I feel would be an asset to our area.

I am a 1983 graduate of our former Sidney's Hairdressing College and have been a salon business owner for 18 years. Having the Community College adopt the Cosmetology program has been a benefit to salon owners looking to hire trained professionals from their locale. I have hired 15 local students into my Associate Program in the last five years.

It has always been a practice of ours to offer professional advice, job- shadowing opportunities and mentoring support within the schools to our future professionals. We believe it is our responsibility and privilege as fellow professionals to support our industry.

Especially since this would be a new program for our area, we welcome the additional option for students! Many Cosmetologists have also expressed interest in adding this to their education backgrounds. Our salon would find it exceptional to be able to hire more diverse talents as we grow our market share and offerings.

Please feel free to reach out to me or my colleagues with any questions or additional information you might need in making the decision to add a Barbering program to the Hutchinson Community College curriculum. We look forward to supporting our community by continuing to hire our local talent! Sincerely,

M. Archer Eckrote Jarrett
KS Cosmetology License 912
Haydens and Co
306 S. Main
Hutchinson, KS 67501
620-663-2179 work
620-921-1021 cell

- **Describe/explain any business/industry partnerships specific to the proposed program.**
If a formal partnership agreement exists, agreement explaining the relationship between partners and to document support to be provided for the proposed program must be submitted to the Board office independently of the CAI materials for review purposes. The agreement will not be published or posted during the comment period.

No separate business/industry partnerships are specific to this program.

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.**

HutchCC requests approval to offer this program as a public state non-profit institutions in Kansas. Curriculum and facilities have been setup to meet all Kansas Board of Barbering school requirements.

Presently KBOB approved private institutions offering barbering programs include:

- 21st Street Barber College - Wichita
- Bellus Academy - Manhattan
- Fort Leavenworth Vocational Barber College (Facility Residents Only) - Fort Leavenworth (United States Disciplinary Barracks)
- Headlines Barber Academy - Kansas City
- Legends Barber College - Wichita
- Mid West Barber College - Topeka
- Old Town Barber College - Wichita
- Paul Mitchell the School Wichita - Wichita
- Vocational Barber College West (Facility Residents Only) - Fort Leavenworth (Midwest Joint Regional Correctional Facility)

K-TIP data was not available for these programs.

- **Was collaboration with similar programs pursued:**
 - **Please explain the collaboration attempt or rationale for why collaboration was not a viable option.**

Collaboration was not pursued with the other programs. Programs must offer coursework that satisfies all KBOB requirements to best prepare students to test to become state licensed.

Program Information

- **List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program.**

Associate of Applied Science Program-Specific Courses (* = Courses Required for Certificate B)

BR100 Barbering I*

Theory and practice of basic barbering hair design decisions, cutting, and styling.

BR102 Barbering*

Application of haircutting methods with focus on maintaining safe working environment and professionalism as a barber.

BR110 Sanitation, Tools & Haircutting*

Haircutting fundamentals including barber instruments, haircutting, sanitation and sterilization.

BR111 Trichology & Histology of Hair*

Science of hair formation, growth, and structure with benefits of proper shampooing and scalp massage.

BR112 History of Barbering*

History of barbering industry and industry resurgence of barbering.

BR120 Hair Coloring*

Theory and principles of hair coloring, including hair characteristics and fundamentals of hair color and lighteners.

BR121 Chemistry & Pharmacology of Hair Services*

Theory and practice of barbering chemistry, pharmacology and chemical texturizing.

BR160 Barbershop Services and Operations*

Professional management of a barbershop business including sales, equipment, sterilization, and selection of proper barber products for various hair types and textures.

BR161 Barbershop Service Techniques*

Haircutting methods to build barbering skills with the addition of nail care and manicures.

BR170 Kansas Laws, Licensing, and Ethics*

Successful barbershop operation and compliance with Kansas laws related to barbering. Preparation for career application upon licensure completion.

BR180 Clinical Experience Foundations*

Conducting barbershop business including caring for hair, interacting with clientele, and practicing lab techniques in a live setting.

BR200 Barbering III*

Theory and practice of barbering including skin, skin care, facials, as well as the scalp and hair and their common disorders.

BR202 Barbering IV*

Barbering applications including head, face, and neck anatomy and electricity.

BR211 Men's and Women's Hair Design*

Artistic application of men's and women's hair styling in accordance with various clientele needs and requests.

BR220 Advanced Hair Techniques*

Application of advanced men's and women's haircutting as well as hair replacement systems for men.

BR260 Barbering Services*

Control of infection with knowledge of bacteriology. Exploration of additional barbershop options with singeing and hair tonics.

BR270 Shaving*

Proper techniques of shaving and professional maintenance of shaving tools.

BR280 Client Services*

Conducting barbershop business including caring for hair, interacting with clientele, and practicing barbering techniques in a live setting.

BR282 Clinical Experience Precision*

Management of the client salon experience through administration of proper procedures in reception, consultation, salesmanship, and application.

BR284 Advanced Client Services*

Refinement of customer service, goal setting, and client retention to support accuracy, time, and precision in barbershop services.

BR286 Barbering Clinical Experience*

Application of barber services with polish and professionalism. Course includes mock practice for state licensure examination preparation.

Additional Classes for the Associate of Applied Science

IS104 Microcomputer Applications

Microcomputers and various software applications; hardware and software selection, integration, and implementation; fundamentals of operating systems, word processing, spreadsheets, databases, and computer problem solving.

Communication Option

SH101 Public Speaking

Principles and practices of oral communication that will help the student develop skills in communication and acquire an understanding of oral communication as a vital human skill and activity.

BU109 Business Communications

Practice in writing business letters and business reports; using business vocabulary; verbal, non-verbal, and interpersonal communications; listening and oral reporting.

Composition Option

EN107 Business English

Building language confidence in standard English through greater fluency and accuracy using principles of grammar and mechanics of writing such as punctuation, spelling, capitalization, and sentence structure. Analyzing and practicing sentence construction using business-related vocabulary. This course does not meet English requirements for the Associate of Arts degree or Associate of Science degree.

EN100 & EN099 English Composition IB &

Elements of Writing

Essentials of composition. Emphasis is placed on practice in writing expository paragraphs and themes and in using the techniques of research. Selected readings for models and criticism are used. In addition to the content of EN101, individual assistance is also given in areas of need. Grammar, punctuation, spelling and sentence writing.

EN101 English Composition IA

Essentials of composition. Emphasis is placed on practice in writing expository paragraphs and themes and in using the techniques of research. Selected readings for models and criticism are used.

Mathematics Option

BU108 Business Math

Consumer and business mathematics emphasizing calculations involving banking services, payroll, insurance premiums, taxes, interest, business discounts and markups, inventory control, depreciation and statistics.

MA105 Intermediate Algebra

Elementary algebra including exponents, radicals, quadratic formula, systems of equations, graphing and other topics preparatory to MA106 College Algebra.

MA106 College Algebra

Theory of equations, functions, inverse functions, complex numbers, determinants and matrices.

Psychology/Sociology Option

PS101 Human Relations

Psychological principles applied to everyday living with an emphasis on self-understanding and on building successful relationships.

PS100 General Psychology

A survey of the fundamental principles of behavior including physiological, perceptual, historical, methodological, learning, memory, development, motivational, emotional, social and applied perspectives.

SO100 Fundamentals of Sociology

Development and interaction of the individual in society with consideration of the culture, structures, functions of societies, social groups and institutions with emphasis on social interaction and its relation to personality and human action.

Barbering Electives

AR101 Art Appreciation

Basic principles of composition, drawing and color theory emphasizing increasing awareness of the variety of visual expression from viewing works of art from past and present; hands-on experience in composition, color and drawing.

BU100 Small Business Accounting

Fundamentals of small business record keeping: double entry, adjusting and closing entries, preparation of financial statements, payroll records.

BU111 Quickbooks

Application of accounting principles and concepts; microcomputer usage in establishing and maintaining accounting systems and records for single proprietorships, partnerships and corporations using integrated accounting software.

BU202 Marketing

The scope and development of the modern marketing including marketing research, forecasting, consumer buying behavior and consumer motivation with emphasis on the marketing manager's implementation of the marketing mix: product, price, promotion and place.

BU204 Advanced Small Business Management

Comprehensive look at the skills needed to successfully open and operate a new or existing business; business objectives; planning; organizing; staffing; financial statements; budgets; analysis of potential markets; financing of the business; location; layout; and legal forms of ownership.

BU141 Sales Management

Fundamental skills of selling including sales approaches, sales presentations and demonstrations, overcoming objections, suggestive selling and closing sales; personal motivation and human relations as they relate to selling; analysis of the techniques of selling.

BU105 Introduction to Business

Economic environment, organization, management, labor, marketing, finance and career opportunities available in business; for both non-business and business majors.

BU203 Management

Training and participation in using the steps necessary to effectively manage people and solve human relation problems with attention to motivation of self as well as other people.

BU101 Accounting I

Accounting fundamentals as applied to single proprietorships including accounting cycle, financial statements, inventory, notes, depreciation and accounting principles and concepts.

BU109 Business Communications

Practice in writing business letters and business reports; using business vocabulary; verbal, non-verbal, and interpersonal communications; listening and oral reporting.

BU118 Introduction to Leadership

Introduction to the concept of leadership that provides an opportunity to develop essential leadership skills through study, observation and application.

BU145 Advertising

Forms of advertising common to distributive enterprises; classroom readings, discussions, evaluations and exercises on direct mail, radio, TV advertising and newspaper advertising.

BU142 Retailing

Aspects of retailing such as consumer behavior, product development, location, layout, retail math and other related topics with special emphasis placed on buying goods for resale.

BU151 Introduction to Entrepreneurship

Introduction to entrepreneurship and venture management as well as elements of success and failure in new ventures; identifying new opportunities and sources of data; the emphasis placed on the importance of development of a business plan.

BU152 Marketing Applications for Entrepreneurs

Market analysis, defining target markets and setting marketing objectives for a new or existing small business; specific strategies for achieving marketing objectives and identifying relevant aspects of product, price, place and promotion.

BU153 Financial Management for Entrepreneurs

Basics of financial management for a small business including financial statements, cash flow projections, methods of financing a small business and record keeping systems for the small business.

BU154 Business Management for Entrepreneurs

Operational aspects of setting up and managing a small business including forms of legal ownership, personnel policies, purchasing, inventory control, leadership styles and other management considerations.

BU156 Developing the Business Plan

Developing a comprehensive business plan for a small business venture with guidance and assistance from the instructor in the completion of the business plan.

- **If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.**
The program does not include multiple curricula.
- **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.**

**Hutchinson Community College
Barbering
Certificate B**

Course #	Program Courses	Number of Credits
Semester 1		
BR100	Barbering I	3
BR110	Sanitation, Tools & Haircutting	3
BR111	Trichology & Histology of Hair	1.5
BR120	Hair Coloring	3.5
BR121	Chemistry & Pharmacology of Hair Services	1.5
BR160	Barbershop Services and Operations	1
BR180	Clinical Experience Foundations	3
		16.5

Semester 2:		
BR102	Barbering II	1
BR112	History of Barbering	0.5
BR161	Barbershop Service Techniques	0.5
BR170	Kansas Laws, Licensing, and Ethics	1
BR200	Barbering III	1
BR202	Barbering IV	0.5
BR211	Men's and Women's Hair Design	1.5
BR260	Barbering Services	0.5
BR270	Shaving	3
BR280	Client Services	2.5
		12
Semester 3:		
BR220	Advanced Hair Techniques	3.5
BR282	Clinical Experience Precision	3
BR284	Advanced Client Services	2
BR286	Barbering Clinical Experience	1
		9.5
	Certificate B Total	38

**Hutchinson Community College
Barbering
Associate of Applied Science**

Course #	Program Courses	Number of Credits
Semester 1:		
BR100	Barbering I	3
BR110	Sanitation, Tools & Haircutting	3
BR111	Trichology & Histology of Hair	1.5
BR120	Hair Coloring	3.5
BR121	Chemistry & Pharmacology of Hair Services	1.5
BR160	Barbershop Services and Operations	1
BR180	Clinical Experience Foundations	3
IS104	Microcomputer Applications	3
		19.5
Semester 2:		
BR102	Barbering II	1
BR112	History of Barbering	0.5
BR161	Barbershop Service Techniques	0.5

BR170	Kansas Laws, Licensing, and Ethics	1
BR200	Barbering III	1
BR202	Barbering IV	0.5
BR211	Men's and Women's Hair Design	1.5
BR260	Barbering Services	0.5
BR270	Shaving	3
BR280	Client Services	2.5
	Communication Option	3
SH101	Public Speaking	
BU109	Business Communications	
	Psychology/Sociology Option	3
PS101	Human Relations	
PS100	General Psychology	
SO100	Fundamentals of Sociology	
		18
Semester 3:		
BR220	Advanced Hair Techniques	3.5
BR282	Clinical Experience Precision	3
BR284	Advanced Client Services	2
BR286	Barbering Clinical Experience	1
		9.5
Semester 4:		
	Composition Option	3
EN107	Business English	
EN100 & EN099	English Composition IB & Elements of Writing	
EN101	English Composition IA	
	Mathematics Option	3
BU108	Business Math	
	Any math MA105 or higher	
	Barbering Electives	9
AR101	Art Appreciation	
BU100	Small Business Accounting	
BU111	Quickbooks	
BU202	Marketing	
BU204	Advanced Small Business Management	
BU141	Principles of Selling	
BU105	Introduction to Business	
BU203	Principles of Supervision	
BU101	Accounting I	
BU109	Business Communications	
BU118	Introduction to Leadership	

BU145	Principles of Advertising	
BU142	Principles of Retailing	
BU151	Introduction to Entrepreneurship	
BU152	Marketing Applications for Entrepreneurs	
BU153	Financial Management for Entrepreneurs	
BU154	Business Management for Entrepreneurs	
BU156	Developing the Business Plan	
		15
	AAS Total	62

- **List any pertinent program accreditation available:**
 - HutchCC has been working with the KBOB to become an approved barbering program. As of April 2020, the application is near completion and will soon be submitted to KBOB.
 - Once approved, the HutchCC Barbering program will open enrollment for the first class. Joining the active local advisory board, the program will remain current with industry changes and trends. The advisory board will help assure the program attends to curriculum, facility and equipment needs in addition to review of program goals and data. This board of industry partners will meet a minimum of two times per year.
 - In addition to following KBOB aligned curriculum and upon initial KBOB facilities approval for the school, the facility will also be routinely inspected and licensed by the KBOB.
 - HutchCC will continue to maintain Higher Learning Commission accreditation for the institution.

Faculty

- Describe faculty qualifications and/or certifications required to teach in the proposed program.
 - HutchCC plans to add an additional licensed Barber Instructor/Coordinator. This position would work in collaboration with existing Cosmetology faculty. The Program Coordinator and Faculty will report to the Department Chairperson who reports to the Vice President of Academic Affairs.
 - All instructors will follow the KBOB regulations, including being a licensed barber and licensed barber instructor. Each instructor must pass the barber instructor exam that is administered by the KBOB or their designee. Industry experience is also regarded highly. Renewal of these licenses with the KBOB must also be completed annually. The professional development of these faculty is essential and part of program budget planning. All instructors must also be current with license renewals. HutchCC also follows the Kansas Board of Regents and Higher Learning Commission credentialing specifications for faculty.

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.).** Cosmetology at HutchCC began four years ago. The program’s facility space and similar needs in equipment/model allow for the costs to add a Barbering program to be low. The models used for the Cosmetology clinic floor have also been successful. The addition of Barbering will add to this clinic floor success. HutchCC’s calculations indicate this clinic floor revenue coupled with the

addition of the program credit hours generated will create another ideal opportunity for students and program sustainability.

- Projected staff requirements: One full-time faculty salaries, and benefit package will run approximately \$55,478 annually.
 - Advising services: Advising/counseling services will be implemented using existing personnel. No additional costs will be necessary.
 - Physical facilities: 200 E. 3rd Avenue is a fully equipped 10,000 square foot facility. Budgeting for operation of this facility already exist as it is operational for our Cosmetology program.
 - Instructional equipment and materials: Student consumables are currently estimated at \$1830. This includes all barbering curriculum, textbooks, software, license, insurance and tool kit expenses.
 - Library requirements: The Rimmer Learning Resource Center on the HCC campus is an ideal resource. There are no additional needs at this time.
 - Contractual services/Clinical placements: The Cosmetology full-service client clinic runs through student application of curriculum, creating revenues of about \$53,000 per year. The Barbering clinic and retail income is anticipated to be an additional \$16,000 per year. Hutchinson Community College has contractual agreements for clinic floor software.
 - Accreditation: The initial application cost for the KBOB is \$500.
-
- **Provide detail on CA-1a form.**

KBOR Fiscal Summary for Proposed Academic Programs
CA-1a Form (2018)

Institution: Hutchinson Community College
Proposed Program: Barbering

IMPLEMENTATION COSTS

Part I. Anticipated Enrollment		Implementation Year			
Please state how many students/credit hours are expected during the initial year of the program? 10 students (380 total credit hours generated)					
		Full-Time	Part-Time		
A. Headcount:		10	--		
Part II. Initial Budget		Implementation Year			
A. Faculty		Existing:	New:	Funding Source:	
Full-time	#1	\$	\$55,478	Tuition and Clinic Revenue	
Part-time/Adjunct	#	\$	\$ -	Tuition and Clinic Revenue	
		Amount	Funding Source		
B. Equipment required for program – part of lease (maintenance/update existing)		\$16,500	Capital Outlay Budget, Program Budget		
C. Tools and/or supplies required for the program		\$ 21,200	Tuition/Fees and Program Budget		
D. Instructional Supplies and Materials		\$12,000	Program Budget		
E. Facility requirements, including facility modifications and/or classroom renovations – part of lease		\$11,000	Tuition & Clinic Revenue General Fund		
F. Technology and/or Software		\$4,000	Program Budget (instructor computer & office setup)		
G. Other (Marketing and Recruiting)		\$1,850	General Fund		
Other (Professional Development)		\$2,000	Program Budget		
Total For Implementation Year		\$123,478			

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? 40 students (20 per year) and (1230 total credit hours generated)					
		Full-Time	Part-Time		
A. Headcount:		20	20		
Part II. Ongoing Program Costs		First Two Years			
A. Faculty		Existing:	New:	Funding Source:	
Full-time	#1	\$55,478	\$ -	Tuition and Clinic Revenue	
Part-time	#1	\$ -	\$30,000	Tuition and Clinic Revenue	
		Amount	Funding Source		
B. Equipment required for program		\$3,000	Program Budget/Capital Outlay		
C. Tools and/or supplies required for the program		\$76,100	Tuition/Fees and Program Budget		
D. Instructional Supplies and Materials		\$12,000	Program Budget		
E. Facility requirements, including facility modifications and/or classroom renovations		\$8,500	Tuition & Clinic Revenue General Fund		
F. Technology and/or Software		\$1,500	Program Budget		
H. Other (Marketing and Recruiting)		\$1,850	General Fund		
Other (Professional Development)		\$3,000	Program Budget		
Total For Program Sustainability		\$189,228			

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

Clinic and retail income: approximately \$16,000 per year.

- **Describe any grants or outside funding sources that will be used for the initial start up of the new program and to sustain the proposed program.**

This facility will operate in a self-sustaining manner. Startup funding from outside sources will not be pursued. Tuition, fees and the full-service clinic revenue from product and service sales all contribute to the program sustainability.

Program Review and Assessment

- Describe the institution’s program review cycle.
The Barbering program will follow the institution’s program review procedure, which entails a comprehensive review every five years. Part of the program review is to analyze student success, retention and completion data. Program and course outcomes are also analyzed through active curriculum mapping. Industry advisory boards help steer the program through their valuable input and expertise. Yearly action projects and project updates are required. Faculty are evaluated administratively and by students on a regularly scheduled basis.

Program Approval at the Institution Level

- Provide copies of the minutes at which the new program was approved from the following groups:
 - Program Advisory Committee
 - Local Barbers have been asked to join our advisory board. The curriculum has been created based on the KBOB requirements.
 - Curriculum Committee

CURRICULUM COMMITTEE

DATE: *March 16, 2020*
TIME: *3:00 p.m.*

PRESENT: **Travis Booe, Nathan Buche, Tracy Chadwick, Jeff Deal, Dr. Ryan Diehl, Bernadett Dillon, Teri Eckhoff, Dr. Cindy Hoss, Robert Kelly, Derek Law, Christina Long, Dennis Luebbers, Victor Martinez, Dr. Brian Nuest, Sandy Pangburn, Dr. Tricia Paramore, Kimberly Parsons, Steve Porter, Sam Ramakrishana, Kristie Torgerson, Bobby White**

ABSENT:
GUESTS:

AGENDA	DISCUSSION	ACTION/RECOMMENDATION
1. Dept. I – Allied Health A. Course Modification (Credit Hours) – PN115 KSPN Foundations of Nursing Clinical-2 Cr. Hrs.	All discussions were held in LearningZone.	Because of recent events involving COVID-19 and guidelines set forth by the CDC, the Curriculum Committee meeting was held electronically. All items were

<p>B. Program Modification – Certificate C Practical Nurse (LPN)</p> <p>C. Course Modification (Outcomes/Credit Hours) – HR103 Health Information Processes-4 Cr. Hrs.</p> <p>D. Course Modification (Prerequisite) – HR202 ICD-10 Coding for Long Term Care-2 Cr. Hrs.</p> <p>E. Course Modification (Title/Prerequisite) – HR203 HIM Virtual Lab I-1 Cr. Hr.</p> <p>F. Course Modification (Title/Description) – HR211 HIM Virtual Lab II-1 Cr. Hr.</p> <p>G. Course Modification (Prerequisite) – HR214 Health Statistics-2 Cr. Hrs.</p> <p>H. Course Modification (Title/Description/Prerequisite) – HR217 Health Record Lab I-1 Cr. Hr.</p> <p>I. Course Modification (Title) – HR218 Health Record Lab II-1 Cr. Hr.</p> <p>J. Course Modification (Description/Prerequisite) – HR228 Healthcare Analytics-2 Cr. Hrs.</p> <p>K. Course Modification (Prerequisite) – HR260 Cancer Registry Structure and Management-3 Cr. Hrs.</p> <p>L. Course Modification (Prerequisite) – HR261 Cancer Registry Operations-3 Cr. Hrs.</p> <p>M. Course Modification (Prerequisite) – HR262 Cancer Disease, Coding, and Staging</p> <p>N. Course Modification (Prerequisite) – HR263 Oncology Treatment and Coding-3 Cr. Hrs.</p> <p>O. Course Modification (Prerequisite) – HR264 Follow-Up, Data Quality, and Utilization-4 Cr. Hrs.</p> <p>P. Course Modification (Prerequisite) – HR265 Abstracting Methods-3 Cr. Hrs.</p> <p>Q. Course Modification (Prerequisite) – HR266 Multiple Primary and Histology & Hematopoietics-2 Cr. Hrs.</p>		<p>approved by an electronic majority vote.</p>
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<p>R. New Course – HR229 Healthcare Leadership-3 Cr. Hrs. S. Program Modification – Certificate C-Healthcare Coding T. Program Modification – AAS-Health Information Management U. Program Modification – AAS Health Information Management-Emphasis in Cancer Registry Management</p>		
<p>2. Dept. II – Agriculture, Business, Computers and Technology A. Course Modification (Title/Description/Outcomes) – IS182 Cisco CCNA I/Networking I-3 Cr. Hrs. B. Course Modification (Description/Outcomes) – IS183 Cisco CCNA II-3 Cr. Hrs. C. Course Modification (Description/Outcomes) – IS184 Cisco CCNA III-3 Cr. Hrs. D. Program Modification – Certificate B Networking-Emphasis in Security E. Program Modification – AAS Networking-Emphasis in Security F. Program Modification – Certificate A Networking G. Program Modification – AAS Networking H. Course Modification (Outcomes) – DR101 Technical Drafting-3 Cr. Hrs. I. Course Modification (Prerequisite) – DR102 Machine Drafting-5 Cr. Hrs. J. Course Modification (Description/Outcomes/Credit Hours/Prerequisite) – DR107 Construction Drafting-3 Cr. Hrs. K. Course Modification (Description/Outcomes) – DR119 3D Parametric Modeling I-3 Cr. Hrs. L. Course Modification (Outcomes) – DR219 3D Parametric Modeling II-3 Cr. Hrs. M. Program Modification – AAS Computer Drafting Technology</p>	<p>All discussions were held in LearningZone.</p>	<p>Because of recent events involving COVID-19 and guidelines set forth by the CDC, the Curriculum Committee meeting was held electronically. All items were approved by an electronic majority vote.</p>

<p>N. Course Modification (Title) – BU141 Sales Management-3 Cr. Hrs. O. Course Modification (Title/Outcomes) – BU142 Retailing-3 Cr. Hrs. P. Course Modification (Title/Description/Outcomes) – BU145 Advertising-3 Cr. Hrs. Q. Course Modification (Title/Description/Outcomes) – BU203 Management-3 Cr. Hrs. R. New Course – BR100 Barbering I-3 Cr. Hrs. S. New Course – BR102 Barbering II-1 Cr. Hr. T. New Course – BR110 Sanitation, Tools, & Haircutting-3 Cr. Hrs. U. New Course – BR111 Trichology & Histology of Hair-2 Cr. Hrs. V. New Course – BR112 History of Barbering-.5 Cr. Hrs. W. New Course – BR120 Hair Coloring-3.5 Cr. Hrs. X. New Course – BR121 Chemistry & Pharmacology of Hair Services-1.5 Cr. Hrs. Y. New Course – BR160 Barbershop Services & Operations-1 Cr. Hr. Z. New Course – BR161 Barbershop Service Techniques-.5 Cr. Hrs. AA. New Course – BR170 Kansas Laws, Licensing, & Ethics-1 Cr. Hr. BB. New Course – BR180 Clinical Experience Foundations-3 Cr. Hrs. CC. New Course – BR200 Barbering III-1 Cr. Hr. DD. New Course – BR202 Barbering IV-.5 Cr. Hrs. EE. New Course – BR211 Men’s and Women’s Hair Design-1.5 Cr. Hrs. FF. New Course – BR220 Advanced Hair Techniques-3.5 Cr. Hrs. GG. New Course – BR260 Barbering Services-.5 Cr. Hrs. HH. New Course – BR270 Shaving-3 Cr. Hrs. II. New Course – BR280 Client Services-2.5 Cr. Hrs.</p>		
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<p>JJ. New Course – BR282 Clinical Experience Precision-3 Cr. Hrs. KK. New Course – BR284 Advanced Client Services-2.5 Cr. Hrs. LL. New Course – BR286 Barbering Clinical Experience-1 Cr. Hr. MM. New Program – Certificate B-Barbering NN. New Program – AAS-Barbering</p>		
<p>3. Dept. III – Fine Arts & Humanities</p>	<p>No action taken.</p>	
<p>4. Dept. IV – Natural Science, Social Science & Mathematics A. Course Modification (Title) – PE185 Exercise Physiology-3 Cr. Hrs.</p>	<p>All discussions were held in LearningZone.</p>	<p>Because of recent events involving COVID-19 and guidelines set forth by the CDC, the Curriculum Committee meeting was held electronically. All items were approved by an electronic majority vote.</p>
<p>5. Dept. V – Public Safety A. Course Modification (Credit Hours) – LE121 Firearms Safety and Marksmanship-1 Cr. Hr. B. Course Modification (Outcomes/Credit Hours) – LE122 Firearms I-1 Cr. Hr. C. Course Modification (Credit Hours) – LE217 Police Science Capstone-1 Cr. Hr. D. New Course – LE117 Law Enforcement Operations & Procedures Lab-1 Cr. Hr. E. New Course – LE118 Law Enforcement Wellness-1 Cr. Hr. F. New Course – LE130 Police Science Orientation-1 Cr. Hr. G. New Course – LE209 Investigating a Homicide-1 Cr. Hr. H. Program Modification-Certificate C-Police Science-Law Enforcement I. Program Modification-AAS-Police Science-Law Enforcement J. Course Modification (Title/Description/Outcomes/Credit Hours/Prerequisite) – EM120 Advanced EMT I-9 Cr. Hrs. K. New Course – EM122 Advanced EMT II-3 Cr. Hrs.</p>	<p>All discussions were held in LearningZone.</p>	<p>Because of recent events involving COVID-19 and guidelines set forth by the CDC, the Curriculum Committee meeting was held electronically. All items were approved by an electronic majority vote.</p>

L. New Program – SAPP-Advanced EMT		
6. Other		
Next meeting	Monday, April 20, 2020	
Adjournment		

Respectively submitted by:
Marie Gianakon

- **Governing Board**
(including a list of all Board members and indicate those in attendance at the approval meeting)

**Hutchinson Community College
Board of Trustees – Regular Meeting
Thursday, April 9, 2020**

The regular meeting of the Hutchinson Community College Board of Trustees was held on Thursday, April 9, 2020, in Room 205 of the Shears Technology Center. The meeting was held in a hybrid virtual format. Board members attended in person and virtually (v). The meeting was streamed online for public access. The Chairperson Bob Snyder called the meeting to order at 7:00 p.m.

ROLL CALL

Present for the Board – Mr. Terry Bisbee (v), Mr. Rod Calhoun, Ms. Marla Eriksen (v), Mr. David Marshall (v), Mr. Todd Miller (v), Mr. Mo Penny, Mr. Bob Snyder

Present for the Administration – Dr. Carter File, Ms. Julie Blanton, Mr. Brett Bright (v), Dr. Cindy Hoss (v), Mr. Loren Morris (v), Mr. Steve Porter (v), Mr. Josh Gooch (v), Mr. Ken Baker (v)

Audience: Members of administrative staff present virtually: Dr. Ryan Diehl, Glenn Acheson, David Planthold

Chairperson Snyder called the meeting to order.

INSTRUCTIONS FOR BOARD MEMBERS AND PUBLIC ON VIRTUAL MEETING

Chair Snyder reviewed the instructions for participating and viewing the virtual meeting.

APPROVAL OF AGENDA

Trustee Eriksen moved to approve the agenda, with a second by Trustee Calhoun. Motion passed unanimously.

*****Excerpt from Minutes*****

NEW BUSINESS

A. Curriculum Report

Dr. Diehl presented the Curriculum Report for March. Following brief discussion, Trustee Marshall moved to approve the report. A second was made by Trustee Eriksen and motion passed unanimously.

Submit the completed application and supporting documents to the following:

Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson St., Suite 520
Topeka, Kansas 66612-1368