

**New Program Request Form  
CA1  
General Information**

Institution submitting proposal	Washburn University Institute of Technology
Name, title, phone, and email of person submitting the application ( <i>contact person for the approval process</i> )	Marie Z. Hall, Assistant Dean, Curriculum, Programs & Grants 785-670-3327 marie.hall@washburn.edu
Identify the person responsible for oversight of the proposed program	Pam Masters Assistant Dean, Health Occupations
Title of proposed program	Associate Degree Nurse (ADN)
Method of program delivery (face to face, online, hybrid)	Face to face, online, hybrid
Proposed suggested Classification of Instructional Program (CIP) Code	51.3801
CIP code description (from <a href="https://nces.ed.gov/ipeds">nces.ed.gov/ipeds</a> )	A program that generally prepares individuals in the knowledge, techniques and procedures for promoting health, providing care for sick, disabled, infirmed, or other individuals or groups. Includes instruction in the administration of medication and treatments, assisting a physician during treatments and examinations, Referring patients to physicians and other health care specialists, and planning education for health maintenance.
Standard Occupation Code (SOC) associated to the proposed CIP code	29-1141
SOC description (from <a href="https://ononline.org">ononline.org</a> )	Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required.
Number of credits for the degree <u>and</u> all certificates requested	Associate Degree, 65 credits
Proposed Date of Initiation	Spring 2025
Specialty program accrediting agency	Nursing programs are approved by Kansas State Board of Nursing (KSBN). The program initial application was submitted to KSBN in July and approved at the September meeting. A site visit is scheduled for January 22 - 23, 2025, prior to acceptance of the first cohort. They will do a follow up site visit after the initial cohort graduates.  We will seek accreditation through the Accreditation Commission on Education in Nursing (ACEN). Candidacy documents will be submitted once the program is approved by KSBN. The ACEN site visit will be scheduled for after the first cohort has started so students can be included in the discussion.

Industry-recognized certification(s) to be earned by students	National Council Licensure Examination for Registered Nurses (NCLEX-RN)
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Signature of College Official *A. Smith* Date 10/7/24

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).

## **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.

Graduates of the Washburn Institute of Technology (WIT) Practical Nursing program as well as our industry partners who serve on our advisory council such as Stormont Vail Health and The University of Kansas St. Francis, have consistently requested the development of an Associate degree RN program. A survey of current and former practical nursing students completed in 2022, found 96.3% were interested in pursuing their RN degree. Of those interested students, 42.31% were planning to pursue their ADN, 44.87% were planning to pursue their ADN then BSN, and 12.82% planned to progress directly to a BSN program. The U.S Bureau of Labor projects over 193,000 annual openings for registered nurses between 2022 and 2032. Graduates of our practical nursing program currently travel outside of Shawnee County to pursue their ADN, due to cost and quality concerns. After meeting with Washburn University leadership, a market analysis and program need assessment was conducted and recommendations were made to proceed with offering the ADN program. The proposed program was developed by WIT nursing faculty and leadership in collaboration with the advisory board and WU School of Nursing to create a seamless pathway from the Practical Nursing program to the ADN RN program and then to the RN to BSN program at the WU School of Nursing. Thirty students will be accepted in both the fall and spring semesters, providing the opportunity for up to 60 new RNs to enter the workforce each academic year.

- If the recommended program is duplicative of other programs in the area, please specifically address why the new, additional program is necessary.

Although seemingly duplicative for the state, there is high demand in Topeka due to the presence of two regional health care systems and the VA health system. ADN programs in other parts of the state are meeting the needs of their own region. With Washburn Tech as the only non-profit two-year college in this area, students, community partners, and labor market demands support the addition of this ADN program in Topeka. Current market demands are not being met while the state and regional Kansas Department of Labor projects an increasing demand to 2030. The 2024 Perkins Comprehensive Local Needs Assessment (CLNA) also shows too few concentrators for job openings in this region. Washburn Tech is also uniquely situated to offer this program and create a direct bridge from our Practical Nursing program to the Washburn University School of Nursing BSN program that will remove barriers for students interested in pursuing further education in nursing.

## **Program Description and Requirements**

This 1+1 program consists of 65 credit hours. Credit hours include: 1) LPN licensure and program completion credit of 9 credit hours for prerequisites and 16 credit hours for core nursing; 2) 16 prerequisite credit hours, and 3) 16.5 core Nursing credit hours, and 7.5 clinical credit hours. Other 1+1 ADN programs in Kansas are between 60-70 credit hours and have 13-21 credit hours of didactic and five to eight credit hours of clinical. KBOR requires a maximum of 72 hours.

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

### Catalog Description

The Associate in Applied Science Degree in Nursing at Washburn University Institute of Technology creates a seamless transition for the Licensed Practical Nurse (LPN) to bridge to professional nursing (RN) practice. Completion of this program educates the student in both the art and science of nursing and prepares them to deliver, and manage, safe and effective care to a diverse population with physiologic and psychological integrity, in a variety of settings. After completion of this three-semester program, graduates are eligible to sit for the NCLEX-RN.

### Program Outcomes

- Integrate caring behaviors in practicing the art and science of Nursing within a diverse population.
  - Implement professional standards and scope of practice within legal, ethical, and regulatory frameworks.
  - Collaborate with clients and members of the inter-professional health care team to optimize client outcomes.
  - Formulate safe and effective clinical judgements guided by the Nursing process, clinical reasoning, and evidence-based practice.
  - Provide leadership in the management of care to meet client needs using available resources and current technology.
  - Generate teaching and learning processes to promote and maintain health and reduce risks for a global population.
  - Demonstrate effective communication methods to manage client needs and to interact with other healthcare team members
- 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.

Students will complete clinical requirements throughout the program totaling 7.5 credit hours. The curriculum plan includes 3 credit hours/135 clock hours of practicum during each semester, with an additional 1.5 credit hour/67.5 clock hour capstone course with a preceptor at the end of the program. Both health systems, Stormont Vail Health and The University of Kansas St. Francis, in Topeka have agreed to allow our students to complete clinical hours in both their hospitals and primary care clinics. We also have contracts with several area clinics, rehabilitation facilities, and long-term care facilities and have requested time on the shared local clinical utilization schedule. Once accreditation is achieved, the plan is to contract with the VA health system and expand clinical hours in their facility.

- List and describe the admission and graduation requirements for the proposed program.

### Admission Requirements

- Official final high school transcript or GED certificate.
- Washburn Tech application
- ADN Program application
- Complete prerequisite coursework with a C or better
- Certificate of completion of a KSBN approved Practical Nursing program

- Current licensure to practice as an LPN in the state of Kansas
- IV certification
- Current CPR certification: American Heart Association Basic Life Support for Healthcare Providers *or* American Red Cross CPR/AED for Professional Rescuers and Healthcare Providers
- Completion of the ATI TEAS Assessment with a composite score of 60 or higher
- Completion of clinical clearance requirements including affiliate partner health documentation, a criminal background check, and a drug-screen test authorized by Washburn Tech.

### Graduation Requirements

Washburn University Board of Regents, with the recommendation of the nursing faculty of Washburn Institute of Technology, confers degrees at the end of the fall and spring semesters to students who have met all requirements including the Associate of Applied Science degree framework. All prerequisite and nursing coursework must be completed with a grade of C or better.

### **Demand for the Program**

- Using the most recent Kansas Department of Labor's Long Term (10-year) Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections for the SOC code identified in the General Information section: annual occupational growth, estimated annual median wages, and typical education level needed for entry.
  - Labor information included should show demand in the occupation for the level of education being proposed for the program.
  - Include additional data for local and regional employer demand if available.
  - 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.

SOC Code: 29-1141 Registered Nurses. Kansas Department of Labor data lists RN with the highest possible total demand score of 30 on the High Demand Occupations list for the state of Kansas (2024). 2022-2032 Long-Term Employment projections for the state show a demand of 33,907 jobs by 2032. Average annual openings are projected at 1,939 with an average annual growth rate of .5%. The median annual wage on the high demand report is \$75,780 and generally requires a bachelor's degree, although local employers do not differentiate pay between ADN and BSN prepared RNs.

Regional data for Northeast Kansas has not yet been updated for 2022-2032; the 2020-2030 projections show a demand of 6,142, which is an increase of 7.3% and annual growth of .7%. Regional annual median wage on the high demand report for Northeast Kansas is \$64,912.

- 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.

Letters of support were received from members of our Practical Nursing Advisory Board, including several administrators at Stormont Vail Health, Community HealthCare System, and The University of

Kansas Health System St. Francis. All members present at the spring Practical Nursing Advisory Board meeting voted in support of the program.

- Provide data from the most recent Perkins Comprehensive Local Needs Assessment recommendations, demonstrating the need for the program initiation.

The 2024 Perkins Comprehensive Local Needs Assessment Topeka Region lists CIP Code 51.3801 Registered Nursing/Registered Nurse (Postsecondary) as pathways/programs with too few concentrators for the job openings. 2024 data indicated there were 58 concentrators for 361 annual openings.

- 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.*

Letters of support have been received from Stormont Vail Health hospital and clinic leadership, Community HealthCare System, and The University of Kansas St. Francis leadership. These agencies, along with Meadowlark Hills are actively engaged in the WIT nursing advisory board and voted in support of the new program. Clinical affiliation agreements are in place with these agencies, as well as Holton Community Hospital, Interim Healthcare, Kansas Rehabilitation Hospital, Lawrence Memorial Hospital, Midland Care, and Shawnee County Health Department for practical nursing program with plans to amend the contracts to include the ADN 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.

This proposed program is designed as a 1+1 program. Nine of the 19, KSBN approved programs in the state that have both a PN and ADN programs, design it as a 1+1 program. 1+1 is a program that requires LPN program completion and licensure prior to separate application to the ADN RN program.

Name of Institution	Program Name	Total # of Declared Majors	Total # Graduates	Total # Graduates Exited and Employed	Median Wage: Graduates Exited and Employed
Barton Community College	Registered Nursing/Registered Nurse	37	51	46	\$71,924
Butler Community College	Registered Nursing/Registered Nurse	395	120	93	\$66,062
Cloud County Community College	Registered Nursing/Registered Nurse	102	40	36	\$66,084



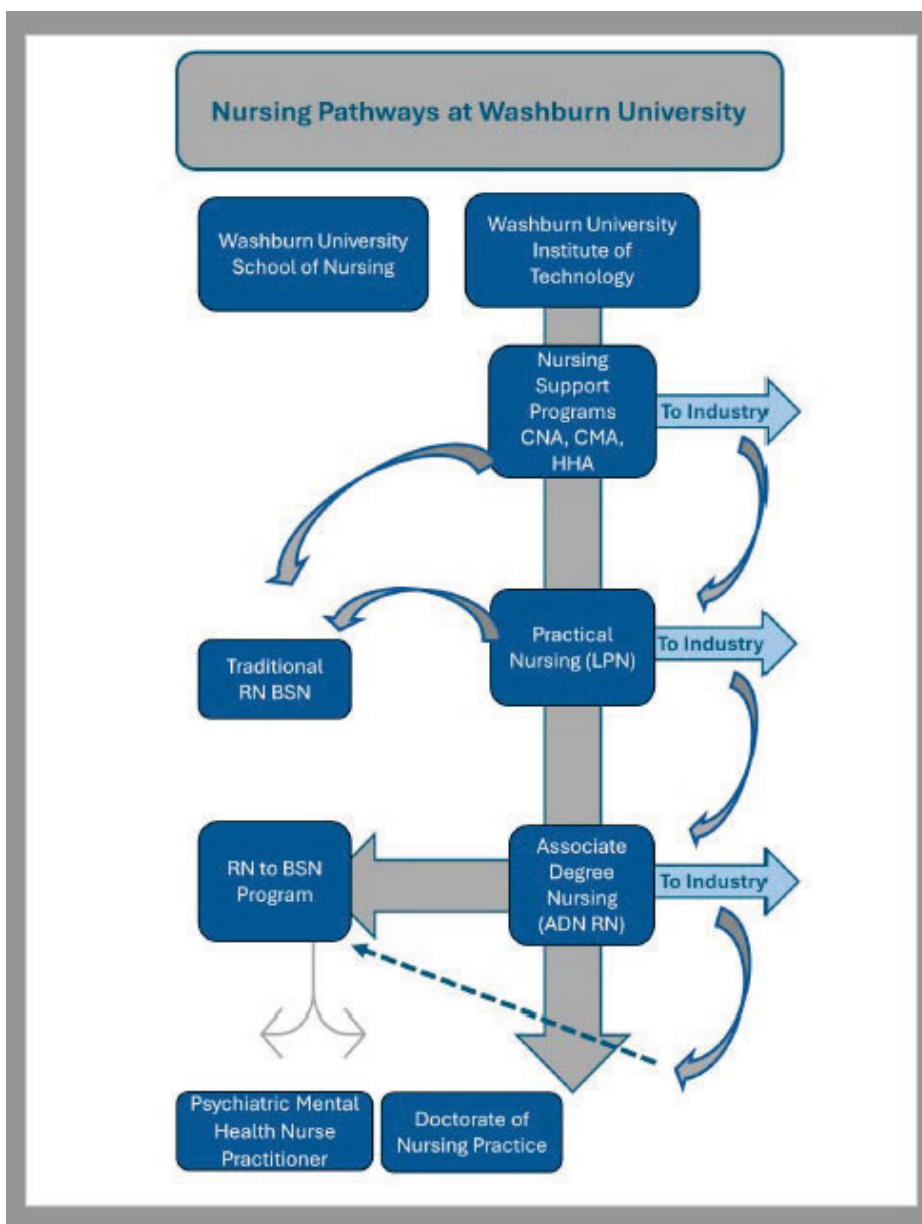
Coffeyville Community College	Registered Nursing/Registered Nurse	25	15	14	\$67,736
Colby Community College	Registered Nursing/Registered Nurse	26	19	11	\$74,426
Dodge City Community College	Registered Nursing/Registered Nurse	56	18	11	\$61,718
Fort Scott Community College	Registered Nursing/Registered Nurse	63	19	16	\$63,138
Garden City Community College	Registered Nursing/Registered Nurse	22	18	6	\$75,660
Highland Community College	Registered Nursing/Registered Nurse	211	29	24	\$66,976
Hutchinson Community College	Registered Nursing/Registered Nurse	203	69	44	\$65,183
Johnson County Community College	Registered Nursing/Registered Nurse	123	53	33	\$64,104
Kansas City Kansas Community College	Registered Nursing/Registered Nurse	259	74	70	\$65,125
Labette Community College	Registered Nursing/Registered Nurse	35	27	19	\$60,540
Manhattan Area Technical College	Registered Nursing/Registered Nurse	27	26	21	\$64,686
Neosho County Community College	Registered Nursing/Registered Nurse	98	58	41	\$67,019
North Central Kansas Technical College	Registered Nursing/Registered Nurse	45	38	27	\$62,867
Salina Area Technical College	Registered Nursing/Registered Nurse	28	25	20	\$62,674
Seward County Community College	Registered Nursing/Registered Nurse	32	28	14	\$57,290

Wichita State Technical College	Registered Nursing/Registered Nurse	19	<i>(New Program)</i>		
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- Was collaboration with similar programs pursued? 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.)

This program was developed in collaboration with WU School of Nursing leadership to create the seamless pathway from WIT LPN to WIT ADN, then directly to the RN to BSN program (See pathway document below). Prerequisite courses for the ADN proposed curriculum include some of those required for the RN to BSN program in order to eliminate any redundancy or additional course requirements (see table below). The Director of Education at the Kansas State Board of Nursing, Dean of Baker University School of Nursing, and Director of Nursing at Barton Community College have also been supportive resources as the program was developed. Topics discussed with the Barton Community College Director of Nursing include curriculum, admission criterion, position qualifications and descriptions, and preceptor guidelines, roles, and responsibilities.





Prerequisite Discipline Area	Credit Hours	Nursing Required	Met	Course
Nursing Core		PN/ADN BSN	3	HCT 141 Nutrition
		PN/ADN BSN	4	HCT 204 Microbiology for Health Professionals w/ lab
Communications	3	ADN	3	Communications SGE
Scientific Reasoning & Literacy	3	BSN	3	MA 140 Statistics
Inclusion & Belonging	3	BSN	3	I & B SGE
English	6	ADN	3	EN 101 Introductory College Writing
		BSN	3	EN 200 Intermediate College Writing
Art & Humanities	6	BSN	3	Humanities SGE

		BSN	3	Humanities SGE
Social & Behavioral Science	6	PN	3	HCT 134 Human Growth & Development
		ADN/BSN	3	PY 100 General Psych
Natural & Physical Sciences	4-5	PN/ADN	4-5	HCT136/137 A&P w/ lab (6) (transfers as 4 of 8 credits for BSN)
		BSN	4	BI 255 Human Physiology w/ Lab
		BSN	4-5	CH 121 Chem w/ lab
Math & Statistics	3	ADN	3	MA112 Contemporary College Math

### 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](https://www.kansasregents.org/workforce_development/program-alignment)
- List by prefix, number, title, and catalog description all courses (including prerequisites) to be required or elective in the proposed program.

### Course Descriptions

#### NUS 250 Transition to Professional Nursing (1 credit)

This hybrid course is designed to facilitate the transition from the practical nurse to the professional nurse role including legal, ethical, and regulatory standards. Students will review the role of the professional nurse and nursing concepts including scope of practice, nursing process, communication, collaboration and teamwork, clinical judgement, and evidenced based practice.

#### NUS 255 Health Assessment with Lab (2 credits)

This course prepares students to perform a comprehensive and focused health assessment including past medical history, assessment skills, and identification and significance of normal and abnormal findings for patients throughout the lifespan. Skills include physiological, psychological, sociological, culture, and spiritual assessments of the patient as a whole person.

#### NUS 258 Pharmacology for the Professional Nurse (2 credits)

This hybrid course builds on the science of pharmacology from the practical to the professional nurse role. The focus will be on the actions, interactions, adverse effects, and nursing implications for each class of drugs presented. Students will explore the effects of pharmacological treatments on the body as they are used to treat musculoskeletal, integumentary, sensory, immunologic, infectious, and inflammatory disorders.

#### NUS 260 Adult Medical Surgical Nursing with Practicum (4 credits)

This hybrid course prepares the professional nurse to provide safe, effective care for the adult client. Utilizing principles of diversity, equity, and inclusion to establish a foundation for safe and effective care for all, the professional nurse will examine pathophysiology and nursing care of the most common medical/surgical disease processes and nursing care related to these medical/surgical disease processes. The course will evaluate safe medication administration, nutritional principles, and legal and ethical

issues related to the adult client in a variety of health care settings. The clinical component will allow the student the opportunity to practice theoretical knowledge in a clinical setting.

#### NUS 265 Mental Health Nursing with Practicum (3 credits)

This hybrid course prepares the professional nurse to provide safe, effective care for the client experiencing mental illness. Utilizing the principles of diversity, equity, and inclusion to establish a foundation for safe and effective care for all, the professional nurse will examine safe medication administration, nutritional principles, and legal and ethical issues related to the client with a mental health concern or substance use issue. The clinical component will allow the student the opportunity to practice theoretical knowledge in a clinical setting.

#### NUS 270 Maternal Child Nursing with Practicum (3 credits)

This hybrid course prepares the professional nurse to provide safe, effective care for women, newborns, and children. Utilizing principles of diversity, equity, and inclusion to establish a foundation of safe and effective care for all, the professional nurse will examine safe medication administration, nutritional principles, and legal and ethical issues related to maternal/newborn and pediatric care. The clinical component will allow the student the opportunity to practice theoretical knowledge in a clinical setting.

#### NUS 280 High Risk Care of the Adult with Practicum (4 credits)

Prerequisite: NUS 260 Adult Medical Surgical Nursing with Practicum

This hybrid course requires the student to integrate concepts from all previous courses into the management of patients with acute and chronic complex or high-risk health alterations. Concepts include health promotion, disease prevention, health maintenance, and decision making for the emergent or critically ill patient within the nursing process, as well as management of family dynamics in those circumstances. The clinical component will allow the student the opportunity to practice theoretical knowledge in the clinical setting.

#### NUS 285 Leadership for the Professional Nurse (2 credits)

This online course is designed to facilitate the transition of the nursing student into nursing practice. Concepts include issues that face the ADN prepared RN as a leader in the healthcare industry including issues facing the nursing profession today, the nurse role within the microsystem, delegation and collaboration, and patient safety and quality outcomes within a Highly Reliable Organization.

#### NUS 290 Capstone and NCLEX RN Review (3 credits)

Prerequisite: NUS 280 High Risk Care of the Adult with Practicum

This course allows students to integrate all prior learning in the nursing program and apply those concepts and skills into practice during their final practicum experience and comprehensive review of the NCLEX-RN test plan. Practicum concepts are comprehensive and include coordination, delegation, and delivery of care. NCLEX-RN review concepts include all categories of Client Needs included in the NCLEX, as well as stress management, study skills, and test taking strategies.

#### HCT 136 & 137 Anatomy & Physiology with Lab (6 credits)

This course is designed to introduce the student to the structure and function of the following body systems: skeletal, muscular, nervous, sensory, circulatory, respiratory, digestive, and urinary systems. This class offers information concerning normal human structures and functions and the developmental changes that occur during an individual's life span. Students will learn specific information about factors associated with expected and abnormal anatomical and physiological changes associated with the body's major organ systems. This course is designed for students who are interested in pursuing a career in a health occupation.

**EN 101 First Year Writing (3 credits)**

Study of and practice with the processes of writing for college courses, especially discovering, drafting, reflecting, revising, and editing. Further attention given to research: rhetorical reading, citation integration, and effective documentation. Required, with a minimum grade of C, for graduation.

**PY 100 Basic Concepts in Psychology (3 credits)**

An introduction to fundamental areas of Psychology including an overview of the concepts and methods of such areas as perception, learning, motivation, memory, development, personality, abnormal and social.

**HCT 204 Microbiology for Health Professions & Lab (4 credits)**

This course offers a comprehensive study of the field of microbiology to health science majors. The course will give detailed insights into structure and function of microbes (cellular structures, metabolism, and growth), microbial genetics, microbial ecology, microbial diversity (prokaryotes, eukaryotes, viruses) and clinical microbiology (immunity, pathogenicity, epidemiology, control of microbes, and diseases). Lab component follows along with chapters of the text covering topics such as how to gram stain microbiology specimens, isolating a culture from a petri dish, testing organisms against common antibiotics.

**CN XXX Communications General Education: Recommended CN 101**

**CN 101 Introduction to Communication Studies (3 credits)**

Examines concepts and skills involved in human communication. Topics include language, nonverbal communication, relationships, perception, and conflict management. Emphasizes the ability to analyze and synthesize information, and to interpret and assess human values.

**MA 112 Contemporary College Math (3 credits)**

This course will focus on the mathematical skills and knowledge required for quantitative literacy, so the topics of understanding numerical relationships, financial mathematics, probability, and data analysis and statistics will be addressed. Each academic year the course will adopt a theme such as the political endeavor, the environment, art and culture and will study the topics from the context of the theme. The course will be project-based and to the extent possible the projects will investigate contemporary issues related to the overarching course theme. In addition to demonstrating mastery of the mathematical content, students will be expected to demonstrate an ability to understand how to determine the appropriate representation of quantitative information and to effectively communicate their assumptions and analysis.

- 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.

<b>Proposed Curriculum</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Credits</b>
<b>PN Prerequisites</b>		
HCT 136	Human A&P	4
HCT 137	Human A&P Lab	2
HCT 141	Nutrition	3
		<b>9</b>
	<b>Practical Nursing Program</b>	<b>16</b>

	<b>Total Hours from PN Program</b>	<b>25</b>
	<b>Prerequisites</b>	
EN 101	First Year Writing	3
MA 112/116	Contemporary College Math or College Algebra	3
PY 101	Intro to Psychology	3
HCT 204	Microbiology for Health Professions w/ Lab	4
CN ###	Communications General Ed.	3
	<b>Semester Total</b>	<b>16</b>
	<b>Semester 1</b>	
NUR 250	Transition to Professional Nursing	1
NUR 255	Health Assessment w/ Lab (1)	2
NUR 258	Pharmacology for the Professional Nurse	2
NUR 260	Adult Medical Surgical Nursing w/ Practicum (2)	4
NUR 265	Mental Health Nursing w/ Practicum (1)	3
	<b>Semester Total</b>	<b>12</b>
	<b>Semester 2</b>	
NUR 270	Maternal Child Nursing w/ Practicum (1)	3
NUR 280	High Risk Care of the Adult w/ Practicum (2)	4
NUR 285	Leadership for the Professional Nurse	2
NUR 290	Capstone (1.5)/NCLEX RN Review Course	3
	<b>Semester Total</b>	<b>12</b>
	<b>Core ADN and prerequisite total hours</b>	<b>40</b>
	<b>Total Credit Hours for AAS</b>	<b>65</b>

- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.

Currently, the proposed program will have one full-time pathway of completion. A part-time pathway is being considered for implementation at a later time.

- **List any pertinent program accreditation available:**
  - Provide a rationale for seeking or not seeking said accreditation.
  - If seeking accreditation, also describe the plan to achieve it.

Accreditation will be sought through the Accreditation Commission on Education in Nursing (ACEN). The ACEN is recognized as an accrediting body by the U.S. Department of Education (ED) and by the Council for Higher Education Accreditation (CHEA). The ACEN supports nursing education, nursing practice, and the public by providing specialized accreditation for all levels of nursing education which will allow us to pursue accreditation for both our Practical Nursing and Associate Degree Nursing programs. Students in an accredited nursing program are afforded clinical opportunities and access to apply for scholarships they would not otherwise qualify for. Also, some states do not license nurses who graduate from programs that are not accredited. Accreditation sets a standard for educational program

quality and outcomes while providing an additional level of oversight to bring program improvement and remediation of any areas of opportunity.

The nursing administrator and one nursing faculty member attended the ACEN Self-Study Forum and Administrator's Workshop to familiarize ourselves with the standards. We have begun to complete the application for candidacy with plans to submit in early 2025. KSBN approved the initial program application on September 10 and 11, 2024, and the initial site visit is scheduled for January 22-23, 2025. A site visit for final program approval will be scheduled after the first cohort of students graduate. Costs of accreditation have been included in the proposed budget for FY25.

- 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.

Program will not be available to high school students.

### **Faculty**

- Describe faculty qualifications and/or certifications required to teach in the proposed program.

All full-time faculty are required to have a master's degree in nursing or higher with a minimum of five years' nursing experience including clinical experience. Teaching experience is preferred but not required. All clinical instructors will have a master's degree in nursing or higher with a minimum of three years' nursing experience including clinical 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.).

Lab spaces, tools, and equipment can be shared with the existing Practical Nursing program. New materials and supplies will be purchased as needed. Classrooms will be needed for each of the two levels, which can be accommodated by current classroom space. New instructors will need offices, computers, and equipment. A Director of Nursing will be hired to manage the two Nursing programs alongside the Assistant Dean of Health Occupations, who has allied health management responsibilities in addition to the Nursing programs.

- Provide detail on **CA-1a form**.
- 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.

Outside grant opportunities that will be applied for are the Carl D. Perkins, Kansas Nursing Initiative grant, and the Washburn Women Venture Partners grant.

- **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.
  - If the program is requesting Perkins funding, provide details on the **CA-1c form**.
  - If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form**.

### **Program Review and Assessment**



- Describe the institution's program review cycle, and anticipated review timeframe for proposed program.

Washburn University Institute of Technology programs are on a four-year review cycle, utilizing the Association for Career and Technical Education Quality CTE Program of Study Framework. Data collection is broken into three yearly submissions with year four being the culmination and program review presentation. With a Spring 2025 start, the program will enter Section I of the program review process for the academic year 2025-2026 and complete the full review 2028-2029.

### **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: Approved on March 27, 2024. Minutes attached.
  - Curriculum Committee: Approved on April 2, 2024. Minutes attached.
  - Governing Board: Approved on June 13, 2024. Minutes attached.
    - *Board members in attendance include Regent Buhler, Regent Dicus, Regent Dietrick, Regent Fisher, Regent Sourk, and Regent Romero*
  - Board of Nursing: KSBN Education Committee approved the initial program application on September 10, 2024, and the full board approved the initial program application on September 11, 2024. The KSBN letter of initial approval is attached.

### **Program Proposal Submission**

- 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:

April Henry  
Director of Workforce Development  
[ahenry@ksbor.org](mailto:ahenry@ksbor.org)

Charmine Chambers  
Associate Director for Workforce Development/Data/Finance  
[cchambers@ksbor.org](mailto:cchambers@ksbor.org)



# KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (July 2024)

Institution: Washburn University Institute of Technology

Proposed Program: Associate Degree Nursing

<u>IMPLEMENTATION COSTS</u>				
<b>Part I. Anticipated Enrollment</b>		Implementation Year		
Please state how many students/credit hours are expected during the initial year of the program?				
		Full-Time	Part-Time	
A. Headcount: 30/cohort, spring		30/480	--	
<b>Part II. Initial Budget</b>		Implementation Year		
A. Faculty		Existing:	New:	Funding Source:
Full-time (2 Spring 25, 4 Fall 25)	#4	\$0	\$216,000	Gen Fund & Grants
Part-time/Adjunct	#4	\$5,000	\$5,000	Gen Fund & Grants
		Amount	Funding Source	
B. Equipment required for program		\$35,000	Gen Fund & Grants	
C. Tools and/or supplies required for the program		\$15,000	Gen Fund & Grants	
D. Instructional Supplies and Materials		\$0		
E. Facility requirements, including facility modifications and/or classroom renovations		\$0		
F. Technology and/or Software		\$2,000	Gen Fund & Grants	
G. Other: Accreditation Fees		\$4,750	Gen Fund & Grants	
<b>Total for Implementation Year</b>		\$282,750	<i>Spring 25 - Fall 25</i>	

<u>PROGRAM SUSTAINABILITY COSTS (Second and Third Years)</u>				
<b>Part I. Program Enrollment</b>		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: (combined year AY25 & AY26)		330/4440	--	
<b>Part II. Ongoing Program Costs</b>		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#4	\$216,000	\$360,000	Gen Fund
Part-time	#4	\$10,000	\$14,000	Gen Fund
		Amount	Funding Source	
B. Equipment required for program		\$0	Gen Fund, Tuition, Fees, Grants	
C. Tools and/or supplies required for the program		\$12,000	Gen Fund, Tuition, Fees, Grants	
D. Instructional Supplies and Materials		\$16,000	Gen Fund, Tuition, Fees, Grants	
E. Facility requirements, including facility modifications and/or classroom renovations		\$0		
F. Technology and/or Software		\$8,000	Gen Fund, Tuition, Fees, Grants	
G. Other: Accreditation Fees		\$15,975	Gen Fund, Tuition, Fees, Grants	
<b>Total for Program Sustainability</b>		\$651,975	<i>\$325,987.50/AY Cost</i>	

# KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (July 2024)

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

We intend to apply for grant funds to support program costs. This may include the Carl D. Perkins local grant, Carl D. Perkins Reserve Fund grants, Innovative Technology, JIIST, KS Nursing Initiative Grant, and/or the Washburn Women's Venture Partners (WWVP) grants. If approved, these funding sources would provide additional support for program implementation costs.

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

# Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21<sup>st</sup> 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 21<sup>st</sup> Century Act

CA-1c Form (2022)

Name of Institution	Washburn University Institute of Technology
Name, title, phone, and email of person submitting the Perkins Eligibility application ( <i>contact person for the approval process</i> )	Marie Z. Hall, Assistant Dean, Curriculum, Programs & Grants Office: 785-670-3327 Email: <a href="mailto:marie.hall@washburn.edu">marie.hall@washburn.edu</a>
Name, title, phone, and email of the Perkins Coordinator	Marie Z. Hall, Assistant Dean, Curriculum, Programs & Grants Office: 785-670-3327 Email: <a href="mailto:marie.hall@washburn.edu">marie.hall@washburn.edu</a>
Program Name	Associate Degree Nursing
Program CIP Code	51.3801
Educational award levels and credit hours for the proposed request(s)	Associate of Applied Science Degree 65 credits
Number of concentrators for the educational level	Needs Assessment Data: 51.3801 Registered Nursing/Registered Nurse (Postsecondary) 58 Concentrators: 361 Annual Openings Anticipated enrollment: 30 per cohort
Does the program meet program alignment?	Yes
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> )	The 2024 Perkins Comprehensive Local Needs Assessment Topeka Region lists CIP Code 51.3801 Registered Nursing/Registered Nurse (Postsecondary) as pathways/programs with too few concentrators for the job openings. 2024 data indicated there were 58 concentrators for 361 annual openings.
Justification for conditional approval: ( <i>how will Perkins funds will be used to develop/improve the program</i> )	Used to purchase equipment not already available.
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

Signature of College Official  Date 10/7/24

Signature of KBOR Official \_\_\_\_\_ Date \_\_\_\_\_



# 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	Washburn University Institute of Technology
Name, title, and email of person responsible for Academic program	Pamela Masters, Assistant Dean, Health Occupations <a href="mailto:Pamela.masters@washburn.edu">Pamela.masters@washburn.edu</a>
Name, title, and email of Financial Aid contact	Andrew Fogel, Director, Student Financial Aid, <a href="mailto:Andrew.fogel@washburn.edu">Andrew.fogel@washburn.edu</a>

# 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
51.3801	Associate Degree Nurse	High Wage, High Demand, Critical Need	AAS	January 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 *J. Smith* Date 10/1/24

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](mailto:matt@kscolleges.org)



**Nursing Advisory Board Meeting Minutes**  
**3/27/2024 4:30-5:30, AE156 and zoom link**

**Attendance**

Laura Keighly, WIT PN Faculty	Mendy Crump, UKH St. Francis Topeka Nursing Education Coordinator
Dara Schober, WIT PN Faculty	Julia Wiebler, SVH Clinic Manager
Ashley Tyler, WIT PN Faculty	Jana Armfield, Meadowlark Engagement Specialist
Serena Robbins, WIT PN Faculty	Angela Mendez, SVH Charge Nurse
Stacy Waldy, WIT PN Faculty	Amy White, WU SON Faculty
Mindy Olberding, CNO Community HealthCare	Pam Masters, WIT PN Administrator
Patty Handley, UKH St. Francis Topeka Medical Surgical Nursing Director	

1635 **Introductions:** Went around the room and introduced each board member and their role and occupation.

1637 **Approval of minutes from previous meeting:** Ashley Tyler asked for approval of previous meeting minutes. Julia reviewed minutes and approved. This was seconded by Mendy Crump.

1640 **Technical instructor reports:** Pam Masters introduction video viewed by group. The video included information on new hires for both Washburn Tech and Washburn University, program changes and the proposed ADN program. It also included information on new scholarship opportunities and the expanded student health services to Washburn Tech.

Laura Keighly reviewed student accomplishments. NCLEX pass rate remains at 100% for first-time test takers for the past 5 quarters.

Dara Schober reviewed supply and equipment needs for the program including IV supplies, catheter supplies, and wound supplies.

Serena Robbins reviewed SIM lab and uses – used by both Washburn Tech and Washburn University. Asked board members for any suggestions on SIM scenarios they think would be important to learn or see.

Pam Masters reviewed instructor position openings which included CMA instructor, PRN LPN clinical instructor, and CNA clinical instructor.

**1650 Advisory Board member reports:**

Labor trends- Clinic side of SV still needing LPNs – positions getting filled better than in the past but still several openings. Med-Surg SV – onboarded over 50 nurses which included LPNs. St. Francis- LPN job openings in outpatient areas. Not open for inpatient yet, waiting for review and approval from cooperate level. Meadowlark- shorter list of needs than previously, but still some openings for part time and full time.



Employee practice concerns – no concerns voiced at this time

Updates on injury standards – no concerns voiced at this time

Career fair – no feedback from board members but did want to know more about what students are wanting to hear at the career fair. Clinical instructors suggested providing more information on what positions are open, benefits offered, and starting pay.

### 1700 Curriculum

Ashley Tyler spoke about clinical sites and challenges. There continues to be an increased need for clinical sites. The number of students allowed at sites remains very limited. Searching for new opportunities- started skin surveys this semester at SV which was a great opportunity of students and helped fill in clinical hours.

Laura Keighly reviewed NCLEX NextGen. Discussed the different formats available to students which includes more case studies and patient scenarios. Hoping it will help better prepare students for real world practice. Good success with transition so far.

### 1705 Old business

Ashley Tyler discussed student handbook changes. Decision was made to change testing average pass rate for students to 78%. Previously was testing average had to be 80% and we are hoping to help reduce fail rates of students on the edge of passing. Overall course grade requirement remains at 76%.

Pam Masters reviewed KSBN updates. Across the state they are seeing improvements in pass rates of NextGen and hoping it will transition into practice as well.

### 1710 New business

ACEN accreditation – Laura Keighley touched on the processes of getting accredited for PN program and future ADN program. Challenges and steps of receiving ACEN accreditation and how it will benefit the two programs.

ADN program – Pam Masters provided information on the proposed ADN program for Washburn Tech. Reviewed market analysis results from postgraduates of the PN program and their desire to take a different route to obtaining their RN. Analysis showed that this group of students want to take 1 step at a time starting with LPN then going to ADN and eventually BSN. Based on this analysis, the program need was validated. Several approvals still have to be obtained including KSBN and WUBOR. Plan is to present ADN proposal to the Washburn Board of Regents in May of this year. If approved by all the plan is to start AND program with new cohort in fall 2025. Proposal includes requirements of LPN, 16 hrs prerequisites, and 2 semesters -12 hours each to graduate with ADN. Letter of Support – Pam Masters explained that the Board of Regents requires letters of support stating that the market does need RNs and that advisory board members are accepting of this program, willing to be clinical site and willing to hire graduates. Need letters of support as soon as possible – Monday at the latest. **The board voted unanimously for approval of proposed program – Mendy Crump moved and Amy White seconded. No one was opposed.**

Spring 2024 Intake – Ashley Tyler voiced the PN program started the semester with 18 students in level 1. We lost 3 students, 2 for academic reasons and 1 for personal reasons. Then 3 students joined back in

that were repeat students from the previous semester. Looking forward to next semester we have several applicants already.

Program Development- Discussed the several committees that staff serve on at Washburn tech to improve the various programs.

Perkins Grant – Pam Masters shared that tech wide there was a reduction in these dollars, but some other funding was available to use toward equipment and supplies.

Additional members of the Advisory Board- Stacy Waldy invited all to think of others we can reach out to and add to our board.

Sponsorship of pinning flowers – Meadowlark will provide flowers again this semester for the pinning ceremony. We appreciate the donation and continued support.

**1725 Announcements** – Ashley Tyler announced the dates for the NTHS, graduation and pinning ceremony.

Clinical Adjuncts – currently are Daniel Hiles Jones, Ashton Hopkins, and James Sellers

Next PN Advisory Board Meeting – Fall 2024 TBD date and time TBA, generally October

**Adjournment**- Meeting adjourned at 1730. Amy White moved and Mendy Crump seconded.



**Program Innovation and Academic Excellence Committee Meeting Agenda**  
April 2, 2024

**I. Roll Call: What is your favorite part about spring?**

Name	Division	Present
Ali Setayesh	Technology	P
Chaz Havens	Curriculum & Instruction	P
Corey Grame	Health Occupations	P
Crystal Raub	Student Services	
Darrin Dillingham	Transportation	
Ian Marples	Student Services	P
Jaime Chapman	Technology/Construction	P
James Robbins	Manufacturing	
Jennifer Ewing	Student Services	P
Lindsay Cabbage	Transportation	P
Marie Hall	Grants	P
Vacant	Academic Advising	
Pam Masters	Curriculum & Instruction	P
Paul Mallory	Technology	P
Steven Bryant	Student Services	P
Tara Lindahl	Curriculum & Instruction	
Teresa Beauclair	Health Occupations	P
Tisha Prather	Institutional Research	
John Rasmussen	Manufacturing	P
Emily Keiter	Financial Aid	
Ashley Tyler	Health Occupations	P
Laura Keighley	Health Occupations	P

- II. Adoption of the proposed agenda (Discussion/Action)
  - a. Ali to approve, Lindsay second. Passed
- III. Approval of Minutes- Lindsay moved, Ali second, Passed.
  - a. November
  - b. February
- IV. Public Comments (Information)
- V. Reports (Information ONLY)
  - a. Divisions
    - i. Technology- Ali/Paul working on update the labs and servers. Students getting employed, some in the first year.
    - ii. Healthcare- Surgical Technology and Sterile Processing approved by TEA.

- iii. Human Services- no representatives
    - iv. Construction- no representatives
    - v. Manufacturing- Customized training growing and getting supplies, getting companies signed up. Several companies coming in to do four or five day trainings. Dean has asked the program to provide their tools so students do not have to provide their tools.
    - vi. Transportation- Lindsay, will be discussing internship course. Advisory board brought forth several suggestions for training and other opportunities including certifications and other improvements.
  - b. Grants- Working on JIIST grants for IST. Do not yet know Perkins allocation for next year. Perkins has been going down for the last few years because the money goes very quick. Working on WIOA grant for next year. Department of Energy has grant to support small manufacturers. Submitted concept and waiting to hear back. Focused on WBL and RA. Can ask for 1-3 million. WWV- usually hear back in May.
  - c. Curriculum and Instruction- Curriculum changes done for the year.
  - d. Student Services- Good work for those that gave tours. Good to see passion and excitement. Several challenges with students and faculty have done a great job of working with them. Career Fair went really well.
- VI. Old Business (Motion, Discussion, Action)
- VII. New Business (Motion, Discussion/Action)
  - a. Associate of Applied Science in Nursing- Pam reported that students want to get an RN and want a different path to get their BSN. Goal to create path from PN to BSN. Those students that want to get their RN are going to other institutions for their RN and not always coming back to get their BSN. Needs Assessment shows there is industry need. Hanover group did study to look at need and there is a need. Created a 1+1 program meaning they get their LPN and then come back to get their RN. One semester of pre-req courses and then two semesters for their RN courses. 65 credits total. Will get credits for their PN program. Will be an AAS degree, will meet Washburn AAS requirements and TEA alignment requirements, also looked at Washburn alignment so they would not have to redo courses. Most PN program is in person, Washburn program is online, so this program will be offered hybrid to help students transition.
    - i. Ian moved to approve, Chaz second. Motion passed.
    - ii. Pathway from Practical Nursing
  - b. Diesel Technologies
    - i. Diesel Internship I & II courses: Students have different levels of experience. Bridget coursework between classroom and industry want to incorporate an internship in program. Could be up to two semesters and offer internship option.
      - 1. Ali moved to approve, Cory second. Motion passed.
- VIII. Adjournment
  - a. next meeting TBA

**WASHBURN UNIVERSITY OF TOPEKA**  
**BOARD OF REGENTS**  
**MINUTES**  
**June 13, 2024**

**I. Call to Order**

Chairperson Buhler called the meeting to order at 3:31 p.m. in the Kansas Room of the Memorial Union on the Washburn University campus.

**II. Roll Call**

Present were: Regent Buhler, Regent Dicus, Regent Dietrick, Regent Fisher and Regent Sourk.

Present by Zoom: Regent Romero

**III. Reports**

**A. Chair**

Chair Buhler congratulated everyone on a great year and wonderful Commencement ceremonies. The Board will hold their Retreat on July 23 and will be covering governance, the university master plan, results from the employee survey and receive a campaign update.

Chair Buhler offered congratulations to Regent Nave on being reappointed to the Board of Regents by the Mayor. She thanked Washburn for letting her serve as the Chair these past two years. She noted it was an honor to serve Washburn during a very important time.

**B. President**

President Mazachek noted over 1,000 students participated in Commencement ceremonies held on campus. The planning committee for Commencement implemented a new format for the ceremonies. The Law School processed from their new building to White Concert Hall.

President Mazachek shared the 2024 state championship for Skills USA competition was held late April in Hutchinson. Tech students worked against the clock and each other, proving their expertise in occupations such as automotive refinishing, cabinetmaking, culinary arts and welding fabrication. Students from Washburn Tech won a total of 48 medals at the state competition, including 26 gold medals, 10 silver medals and 12 bronze medals. Washburn Tech will have 29 students competing at the National Conference June

24-28. The President also recognized one of our accounting students who won the Elijah Watts Award for scoring the highest score in Kansas on the CPA exam.

President Mazachek asked Loren Ferre, Athletic Director, to share the success Washburn athletics experienced this past year.

Mr. Ferre shared it was the most successful year in Athletics since he came to Washburn. They finished 25<sup>th</sup> in the Learfield Director's Cup out of 304 Division II schools and 4<sup>th</sup> in the MIAA Commissioner's Cup (highest finish ever). Nine of our sixteen teams qualified for the NCAA post-season. Women's Soccer won the conference and were national finalists, finishing 2<sup>nd</sup> in the country. Men's Cross Country finished 2<sup>nd</sup> in the conference. Men's Tennis were MIAA Conference Champions, won the MIAA tournament and made it to the sweet sixteen in the national tournament. Women's Tennis finished 2<sup>nd</sup> in the conference and made it to the sweet sixteen in the national tournament. Men's and women's outdoor track and field finished 3<sup>rd</sup> in the conference. Softball made it to the NCAA tournament. Washburn had 24 athletes named All-Americans. Most impressive, Washburn athletes had a grade point average of 3.38 with 70% of our student athletes with a 3.0 or better.

(Regent Nave joined the meeting at 3:38 p.m. by Zoom.)

President Mazachek shared enrollment is breaking records this year with New Student Orientation's (NSO) recording some of the highest attendances in some time. Tomorrow's NSO has 205 students enrolled for an all-time high on campus. The President noted they are making plans to expand housing on campus and will provide more communication soon on other options. The President is excited about the future and thrilled students are choosing Washburn University.

### **C. Reports**

#### **1. Budget/Finance Committee**

Regent Dietrick will report on this during the action item.

#### **2. Nominating Committee**

Regent Romero will report on this during the action item.

#### **3. Audit Committee**

Chair Buhler shared the Audit Committee met on July 11<sup>th</sup> and received a report from Kaleb Lilly, Audit Partner with Rubin Brown. Mr. Lilly shared the work that will be performed by Rubin Brown includes a Financial Statement audit, preparation of Single Audit for federal programs and awards, Audit of the Financial Statement for KTWU, and preparation of the IRS Tax Form 990-T. Mr. Lilly noted the engagement planning and preliminary fieldwork has already

started. He will provide an update on how the engagement is progressing. If there are any questions or items you want to discuss, feel free to reach out to him directly.

#### **IV. New Business**

##### **A. Consent Agenda**

Motion by Regent Dicus and seconded by Regent Dietrick to approve the consent agenda. Motion passed.

- 1. Approval of the Minutes of the May 2, 2024, Meeting**
- 2. Proposed Washburn University Board of Regents' Meeting Dates for 2024-25**
- 3. Fiscal Year 2025 Public Rate and Public Budget – Publish Notices of Hearings**

##### **B. Action Items**

###### **1. Nomination of Board Officers and Special Officers**

Regent Angel Romero presented this item and thanked Chair Buhler for the diligent leadership she provided for Washburn.

Regent Romero shared that by virtue of the roles they serve on campus, the Nominating Committee continues to recommend Marc Fried as Secretary, Luther Lee as Treasurer, and Cynthia Holthaus as Assistant Secretary. The committee discussed the role of Chair. Based on Regent Dietricks experience serving as Vice Chair and closely working with Chair Buhler the past two years, as well as his wealth of experience and dedication to Washburn, the committee recommends John Dietrick as Chair of the Board. The committee also recommends Jennifer Sourk to serve as Vice Chair. Regent Sourk has served on the Board for a long time, has a wealth of experience and continually shows support and commitment to Washburn.

Motion by Regent Romero and seconded by Regent Dicus. Motion passed.

###### **2. Eminentes Universitatis**

Vice President Luther Lee presented this item and noted the university awards the designation Eminentes Universitatis to long-term employees who meet the requirements. Today the university is recognizing Debi Schrock. Ms. Schrock joined the staff at Washburn Law in 1998 as the Managing Director of Administration for the Law Clinic. She played a significant role in creating the Swearing-In Ceremony for clinic interns. Debi received the William O. Douglas



Staff Member of the Year award in 2023-2024 which is voted on by the 3L class and has assisted with mentoring over 1,250 law students.

Motion by Regent Sourk and seconded by Regent Fisher. Motion passed.

### **3. Fiscal Year 2025 Operating Budget**

Regent Dietrick, Chair of the Budget Committee, shared the committee met earlier today. The committee has met with administration four times over the past year to provide input and review the process.

Regent Dietrick reported the overall operating budget includes the Washburn University and Washburn Tech general fund, Residential Living operations, and Memorial Union and Auxiliary Operations. Key assumptions used in developing the budget included growth of enrollment, tuition increases, increased demand for on-campus housing, salary program of 2.5% along with some market adjustments, increase in minimum wage to \$14 per hour, merit scholarship initiatives, added Women's Golf program, funding for professional development, and allowing for inflationary costs.

Regent Dietrick noted after careful review and consideration, the Budget Committee unanimously recommends the FY25 Budget proposal to the Board for approval.

Motion by Regent Dietrick and seconded by Regent Sourk. Motion passed.

### **4. Nursing (ADN) AA Degree**

Provost John Fritch presented this item.

(Regent Romero left Zoom at 3:56 p.m.)

Provost Fritch shared the Associate of Applied Science Degree in Nursing (ADN) program will confer the Associate of Applied Arts degree through Washburn Tech. This degree will help fill a need for the demand for more nurses in the region. The ADN aligns closely with our strategic framework. A key component is the development of our integrated healthcare programs. This program fills a void in those programs by creating a path for students from the LPN to the RN to the BSN to the DPN. The university is aware that currently students opt to go to other schools which offer the ADN.

Provost Fritch noted this will be Washburn Tech's first AAS degree. Dean Scott Smathers was critical in leading this process with the Kansas Board of Regents. Delivering this program through Tech is critical as it allows the university to become eligible for Tiered Funding from the State of Kansas.

Provost Fritch thanked Dean Jane Carpenter and Dean Scott Smathers for their extensive work on this program.

Motion by Regent Dietrick and seconded by Regent Fisher to approve the new program. Motion passed.

**5. Contracted Services with Pinegar, Smith and Associates, Inc.**

Cynthia Holthaus, Chief of Staff, reported this item and shared the University has been contracting with Pinegar, Smith and Associates for 14 years. Their work on behalf of Washburn is exceptional and is a key factor in the university's financial stability and institutional success. This year, their diligence in recognizing Washburn was inadvertently left off a bill was crucial. Their knowledge of the process and their ability to swiftly correct the oversight was huge. Ms. Holthaus also noted the terms of the contract end in July. Next year the contract will align with our fiscal budget and will cover a full 12 months.

Motion by Regent Dicus and seconded by Regent Sourk. Motion passed.

**6. EAB Financial Aid Optimization, Freshman and Transfer**

Vice President Alan Bearman presented and shared the consulting services EAB provides is invaluable. It supports and ensures our financial aid policy is aligned with the institutional mission, goals and recruitment strategies. In addition, with the changes to FAFSA, the consulting part has been critical while allowing Washburn staff time to focus on students and their families. This contract will be renewed for three years, and the university anticipates they will see results in enrollment due to these services.

Motion by Regent Fisher and seconded by Regent Dietrick. Motion passed.

**7. Mabee Renovation Project - CMAR**

Vice President Luther Lee presented this item and reported this project will allow for the relocation of the School of Applied Studies from Benton to Mabee. The project will update classroom lab spaces and offices. Washburn issued an RFP for the Construction Manager at Risk (CMAR) firm for the project. Proposals were received from four CMAR firms. They were evaluated by a university committee based primarily on the team members, their experience on similar projects, and the cost of their services. The university recommends MCP Build of Topeka be awarded the CMAR contract for this project.

Motion by Regent Buhler and seconded by Regent Dicus. Motion passed.

## **8. Falley Field and Fan Activation Zone**

Vice President Luther Lee presented this item and noted to further enhance Washburn's Athletic facilities, artificial turf is being added to two locations on campus. Washburn seeks to replace the natural grass in the Falley Field outfield and create a Fan Activation Zone recreational turf field west of Gahnstrom Field. The artificial turf in the outfield will help address weather related issues with the field. The Fan Activation Zone will be used for gameday activities, kids' camps, and intramural use. Washburn engaged with Mammoth Construction to provide designs and construction documents for this project. Funding for this project is being provided entirely by private funds. The recommendation is to approve the awarding of a contract to Mammoth Construction for Falley Field turf and the Fan Activation Zone.

Motion by Regent Dicus and seconded by Regent Sourk. Motion passed.

## **9. Campus Phones**

Vice President Luther Lee presented this item and reported the university currently uses Skype for Business. This product reached its end of life in 2022. The university is currently utilizing support provided under the Extended End Date which will end on October 14, 2025. There will be no support or updates at that time. In addition to the impending support and security concerns with this product, the university has also experienced hardware and software issues.

Vice President Lee shared the university worked with Converge I which is on a State of Kansas contract. Funding for the new phone system will come from 2024 technology funds and from KanREN funds. Maintenance and annual services will be paid from existing ITS general operating funds. The university recommends awarding the project to Converge I.

Motion by Regent Sourk and seconded by Regent Dicus. Motion passed.

## **V. Next Meeting Date(s)**

**A. Board Retreat – July 23, 2024**

**B. Board of Regent Meeting – September 12, 2024**

## **VI. Executive Session**

Chair Buhler moved at 4:10 p.m. that the regular session of this meeting be recessed immediately following a 5-minute break into executive session for 15 minutes to discuss personnel matters of non-elected personnel. Regent Sourk seconded. Motion passed. The executive session began at 4:15 p.m. The meeting reconvened at 4:30 p.m.

## **VII. Adjournment**

Regent Fisher moved the meeting to be adjourned and was seconded by Regent Nave. The meeting was adjourned at 4:31p.m.

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Cynthia Holthaus  
Assistant Secretary, Board of Regents

Kansas State Board of Nursing  
Landon State Office Building  
900 SW Jackson St., Suite 1051  
Topeka, KS 66612-1230



Phone: 785-296-4929  
Fax: 785-296-3929  
www.ksbn.org

Carol Moreland, MSN, RN  
Executive Administrator

Kansas State Board of Nursing

Laura Kelly, Governor

September 18, 2024

Pamela Masters, MSN, RN, CNL  
Assistant Dean, Health Occupations  
Nursing Program Administrator, ADN Bridge Program  
Washburn Institute of Technology  
5724 SW Huntoon  
Topeka, Kansas 66604

Dear Ms. Masters:

Congratulations! On September 10, 2024, the Education Committee of the Kansas State Board of Nursing voted to approve the request from Washburn Institute of Technology launch an ADN (LPN to RN Bridge) Program with a site visit to occur before approval is given to admit students.

The Kansas State Board of Nursing on September 11, 2024, concurred with the decision of the Education Committee. With this decision, the next step is determine when you will be ready for the onsite visit. I can be reached at **785-296-5036** or 785-215-2454, or by email at [janelle.martin@ks.gov](mailto:janelle.martin@ks.gov), to schedule a date for the site visit to take place.

I am also including the initial site visit report template which will help guide you in planning the agenda for the site visit (in the shaded area of the report). We will need a two-day visit time frame. Please let me know if you have any other questions.

Sincerely,

Janelle B. Martin, MHA, RN  
Nursing Education Compliance Officer



Centradia | Coming | Frankfort | Holton | Onaga | St. Marys | Westmoreland

March 15<sup>th</sup>, 2024

To whom it may concern,

It is my pleasure to write this is a letter of support for Washburn University Institute of Technology's launch of the Associate Degree in Nursing (ADN) program for the fall of 2025.

Community HealthCare System(CHCS) values our partnerships with Washburn University Institute of Technology. We are willing to be a clinical site for students in the program at any of our locations, hospital, clinic, or long term care. CHCS knows the importance of fostering the next generation of nursing graduates. Additionally, like most healthcare facilities we have a need for more registered nurses including those with associate degrees to care for our patients and communities. As a facility with several graduates of the Washburn Tech LPN program we would look forward to also having the opportunity to employee the registered nurses from the this ADN program.

In conclusion, I fully support Washburn University Institute of Technology as they continue to fill the workforce needs of our state through this program.

Warmest regards,

  
Mindy Olberding CNO  
Chief Nursing Officer  
Community HealthCare System  
120 West 8<sup>th</sup> Street, Onaga, KS 66521  
785-889-5007



March 28, 2024

Washburn Institute of Technology  
Attn: Pam Masters  
Director of Health Occupations  
5724 SW Huntoon St  
Topeka, KS 66604

Dear Pam,

This letter is to state our support for the Associate Degree in Nursing (ADN) program that is being developed at Washburn Institute of Technology. Thank you for your efforts to work with our community and employers to help develop this program. As an employer and leader in the healthcare industry, we recognize the need for skilled workers in this area in order to meet employment demands. This program will provide an opportunity to the community and surrounding area for a highly skilled profession that pays higher wages in a deeply needed field. As a supporter of this program, we will support this program by providing guidance as an advisory board member and we are also willing to be a clinical site.

Respectfully,

A handwritten signature in black ink that reads "Salena Gillam".

Salena Gillam, MBA, BSN, NE-BC  
Vice President, Patient Care Services  
Stormont Vail Health  
1500 SW 10<sup>th</sup> St  
Topeka, KS 66604  
785-100-1000





March 28, 2024

Washburn Institute of Technology  
Attn: Pam Masters  
Director of Health Occupations  
5724 SW Huntoon St  
Topeka, KS 66604

Dear Pam,

This letter is to state our support for the Associate Degree in Nursing (ADN) program that is being developed at Washburn Institute of Technology. Thank you for your efforts to work with our community and employers to help develop this program. As an employer and leader in the healthcare industry, we recognize the need for skilled workers in this area in order to meet employment demands. This program will provide an opportunity to the community and surrounding area for a highly skilled profession that pays higher wages in a deeply needed field. As a supporter of this program, we will support this program by providing guidance as an advisory board member and we are also willing to be a clinical site.

Respectfully,

A handwritten signature in blue ink that reads "Amy Kincade". The signature is written in a cursive style.

Amy Kincade, MBA, BSN, RN  
Vice President, Clinical Integration  
Stormont Vail Health  
1500 SW 10<sup>th</sup> St  
Topeka, KS 66604  
785-354-6596



March 28, 2024

Washburn Institute of Technology  
Attn: Pam Masters  
Director of Health Occupations  
5724 SW Huntoon St  
Topeka, KS 66604

Dear Pam,

This letter is to state our support for the Associate Degree in Nursing (ADN) program that is being developed at Washburn Institute of Technology. Thank you for your efforts to work with our community and employers to help develop this program. As an employer and leader in the healthcare industry, we recognize the need for skilled workers in this area in order to meet employment demands. This program will provide an opportunity to the community and surrounding area for a highly skilled profession that pays higher wages in a deeply needed field. As a supporter of this program, we will support this program by providing guidance as an advisory board member and we are also willing to be a clinical site.

Respectfully,

A handwritten signature in black ink that reads "Carol Perry RN". The signature is written in a cursive style.

Carol Perry, MSN, BSN, RN, FACHE  
Senior Vice President & Chief Nursing Officer  
Stormont Vail Health  
1500 SW 10<sup>th</sup> St  
Topeka, KS 66604  
785-100-1000

March 15, 2024

Washburn Institute of Technology  
Attn: Pam Masters  
Director of Health Occupations  
5724 SW Huntoon St  
Topeka, KS 66604

Dear Pam,

This letter is to state my support for the Associate Degree in Nursing (ADN) program that is being developed at Washburn Institute of Technology. I appreciate the effort that has been put into developing the program thus far. As a healthcare director in this community, I recognize the importance of well-trained nurses. This program will advance the education of nurses in our community. Stormont Vail Health is committed to the education of nurses and would be willing to be a clinical site. We would have positions available at our organization for these ADN nurses after they graduate.

Respectfully,

*Julia Wiebler*

Julia Wiebler  
Director of Primary Care  
Stormont Vail Health  
823 SW Mulvane  
Topeka, KS 66606  
785-368-0716

March 28, 2024

Dear Kansas Board of Regents,

I am writing on behalf of The University of Kansas Health System St Francis Campus to express our support of Washburn University Institute of Technology's (WUTECH) proposal for an Associate Degree in Nursing (ADN) program starting in fall 2025.

As a leading healthcare provider in Northeast Kansas, we understand the critical importance of preparing a skilled and knowledgeable nursing workforce to meet the needs of our clients. Our facility is willing to be a clinical site for students enrolled in the WUTECH ADN program and look forward to offering employment to graduates of the program.

We are all experiencing the challenges around healthcare staffing shortages and are excited to partner with our area educational institutions to cultivate future quality nursing professionals. Thank you for considering our endorsement.

Sincerely,

  
Patricia Handley BSN RN

Interim Chief Nursing Officer

The University of Kansas Health System St Francis Campus