

COUNCIL OF CHIEF ACADEMIC OFFICERS

AGENDA

March 15, 2017
9:15 am – 10:00 am
or upon adjournment of SCOCAO
reconvene at noon

The Council of Chief Academic Officers will meet in the Kathy Rupp Room located in the Curtis State Office Building at 1000 SW Jackson, Suite 520, Topeka, Kansas, 66612.

I. Call To Order

- A. *Approve Minutes* Neeli Bendapudi, Chair p. 2
February 15, 2017 Meeting

II. Program Request

- A. *B.S. in Biomedical Engineering (First Reading)* April Mason, KSU p. 4
B. *M.S. in Homeland Security: Law & Policy (Second Reading)* Neeli Bendapudi, KU p. 11

III. Informational Items

- A. *Pittsburg State University* Lynette Olson
- *Addition of Automotive Service Technology Certificate*
B. *Emporia State University* David Cordle
- *Addition of minor in Data Security*

IV. Updates

- A. *Council of Faculty Senate Presidents* Pam Keller

V. Other Matters

- A. *Academic Calendars* Jean Redeker p. 17
B. *Standardized Report on Academic Advising for HLC and KBOR* Neeli Bendapudi, KU

VI. Adjournment

COCAO Schedule

AGENDA MATERIALS DUE	MEETING DATES	LUNCH ROTATION
February 22, 2017	March 15, 2017	PSU
March 29, 2017	April 19, 2017 at KU	KU
April 26, 2017	May 17, 2017	Washburn
May 24, 2017	June 14, 2017	WSU
*Please Note: New Program Proposals are to be submitted 4 weeks prior to the next COCAO meeting for review and processing purposes.		

**Kansas Board of Regents
Council of Chief Academic Officers**

**Wednesday, February 15, 2017
MINUTES**

The Council of Chief Academic Officers met in the Kathy Rupp Conference Room of the Kansas Board of Regents at 9:15 a.m. on Wednesday, February 15, 2017, and reconvened at noon.

In Attendance:

Members:	Neeli Bendapudi, KU Tony Vizzini, WSU Julie Mazacheck, Washburn	Lynette Olson, PSU David Cordle, ESU Tim Crowley, FHSU for Graham Glynn	Robert Klein, KUMC April Mason, KSU
Staff:	Jean Redeker Max Fridell	Karla Wiscombe	Jacqueline Johnson
Others:	Brian Niehoff, KSU Stuart Day, KU Kim Krull, Butler CC Michael McCloud, JCCC Andrew Bennett, KSU	Brenda Chatfield, NWKTC Lori Winningham, Butler CC Pamela Keller, KU Ruth Dyer, KSU Cindy Hoss, Hutchinson CC	Rick Muma, WSU Brenda Edleston, Cloud County CC Janice Jewett, PSU Tiffany Bohm, KCKCC

Neeli Bendapudi called the meeting to order at 9:15 a.m.

Approve January 18, 2017 Minutes

David Cordle moved to approve the January 18, 2017 minutes. Tony Vizzini seconded, and the motion carried.

II. Program Requests

- KU – Master of Science in Homeland Security: Law & Policy (First Reading) information was presented by Stuart Day
- ESU – Degree name change from Master of Science in Psychology to Master of Science in Industrial/Organizational Psychology information was presented by David Cordle

Lynette Olson moved to approve the degree name change at Emporia State University. April Mason seconded, and the motion carried.

III. Informational Items

- ESU discontinuance of General Experimental Concentration under M.S. in Psychology
- PSU addition of Biomedical emphasis to BSET with a major in Mechanical Engineering Technology

IV. Updates

- Pam Keller informed COCAO of the progress made by the Council of Faculty Senate Presidents on determining higher than statewide AP cut scores for some disciplines
- Jean Redeker provided an update on the \$15,000 Degree. Determining the structures and parameter of any RFP is dependent upon the availability of funding

V. Other Matters

- Jean Redeker presented information on the possible amendments to the Board's Policy on Academic Advising. Options available are:
 1. Leave policy as it stands with a two page report every three years
 2. Institutions provide an oral report to BAASC every three years
 3. Options determined by COCAO

Discussion was held and it was determined that HLC has a similar requirement. Consensus is to leave the Board's Policy on Academic Advising as written. COCAO recommends discussing the creation of a standardized format to accommodate HLC and KBOR reporting requirements at its March meeting.

- Information on the Higuchi – KU Endowment Research Achievement Awards was distributed to COCAO
- Consensus is to attend the Undergraduate Research Day at the Capital over lunch

There being no other business, Tony Vizzini moved to adjourn. Lynette Olson seconded, and the motion carried. The Chair adjourned the meeting at 9:38 a.m.

New Degree Request – Kansas State University

<u>Criteria</u>	<u>Program Summary</u>
1. Program Identification	Bachelor of Science in Biomedical Engineering (BME) CIP Code: 14.0501
2. Academic Unit	College of Engineering, Department of Electrical and Computer Engineering
3. Program Description	<p>This undergraduate degree program is for students interested in the biomedical engineering industry, a field of study focused on improving human and animal health through use of knowledge in engineering, medicine, biology, and computer science. Students develop skills to analyze and design cyber-physical systems, plan and create software programs and hardware equipment to process data, and apply content to specific areas of scientific emphases.</p> <p>This program will be housed in the Engineering Building on the KSU campus. Approval is requested for Fall 2017 so that recruitment may occur during the 2017-2018 academic year; 2018-2019 will be the first year of implementation.</p>
4. Demand/Need for the Program	<p>The KSU College of Engineering Office of Recruitment notes that biomedical engineering has, in recent years, been the most requested degree program by prospective students and their families. According to the Bureau of Labor Statistics, the job outlook for biomedical engineers is projected to grow by over 20 percent from 2014 to 2024.¹ In the Hanover study, growth 13.2 percent is projected in the period of 2012 to 2022.² In comparison to all fifty states, biomedical engineers working in Kansas have the highest annual average wage of \$107,970.¹ Biomedical engineers often work in manufacturing, hospitals, research and entrepreneurship facilities, universities, and governmental agencies. Biomedical companies in the Midwest include those considered part of the Midwest Animal Health Corridor. The National Bio and Agro-defense Facility, KSU’s veterinary medical and agricultural programs, and the Johnson Cancer Research Center will all likely provide unique training opportunities for KSU BME students.</p>
5. Comparative /Locational Advantage	<p>The only similar program in the Kansas Regents system is the existing undergraduate BME program at Wichita State University. Their 133-credit-hour program’s curricular emphases are in the areas of sensing, biomechanics, and biomaterials, as evidenced by their published online listings of undergraduate research design projects. The two focused concentration areas of the KSU BME degree (biomedical sensors and devices; biomedical computation) exhibit minimal overlap with the WSU program. The focus on these two areas will promote skill development toward the design of hardware- and software-based medical devices and systems, including requisite skills in biosignal and image processing in both the time and frequency domains. These courses have foundations in existing courses and research programs managed by KSU engineering faculty. The KSU ECE Department supports a Bioengineering Option within Electrical Engineering, and the department already offers several biomedical courses. As noted above, the proposed BME program at KSU offers two initial areas of emphasis that relate thematically to “bioelectronics” or</p>

	<p>“bioinstrumentation.” Hanover² identified 10 institutions in the Plains and Great Lakes regions offering a bachelor’s degree program in biomedical engineering with a bioelectronics or bioinstrumentation concentration. The programs that are physically closest to Kansas are those at the University of Minnesota - Twin Cities and the Rose-Hulman Institute of Technology in Indiana. Three biomedical B.S degree programs exist in Missouri, and one resides in Oklahoma, but they all have very little overlap with this proposed program, especially from a biomedical devices and computation viewpoint.</p>
6. Curriculum	<p>This 133 semester credit hour curriculum consists of 1) 37 credits of biomedical engineering core courses; 2) 52 credits of math and science core courses; 3) 8 hours in a communication core; 4) 9 hours in a humanities and social sciences core; and 5) 27 hours in technical electives for one of two areas of emphasis: <i>Biomedical Sensors and Devices</i>, and <i>Biomedical Computation</i>. As with other BME programs, this program is structured to support a potential growth of concentrations through individualized selection of technical electives.</p>
7. Faculty Profile	<p>The initial faculty to support the B.S. program in Biomedical Engineering consists of four core ECE faculty members, two new faculty dedicated to the BME curriculum, and affiliate faculty from ECE and other departments at KSU, where the latter are potential collaborators who can engage in course development, project design, and undergraduate research. The four key faculty members, who have doctoral degrees relevant to Biomedical Engineering and maintain active research programs in this field, are:</p> <ul style="list-style-type: none"> • Dr. Steve Warren, lead faculty member of the biomedical group; taught biomedical classes at KSU since 1999; director of the Medical Component Design Laboratory • Dr. Punit Prakash, assistant professor since 2012; director of the Biomedical Computing and Devices Lab • David Thompson, assistant professor since 2014; conducts research on brain-computer interfaces and medical devices • Caterina Scoglio, LeRoy and Aileen Paslay Professor, director of the Network Science and Engineering Group <p>One instructor will be hired for the first year (AY 2018-19). Assuming enrollment meets expectations, a tenure-track faculty member will be hired the following year. At least nine other affiliated faculty in the College of Engineering will be associated with this program, each of whom will either teach required courses or lead activities such as undergraduate research.</p>
8. Student Profile	<p>Students who enter this program are anticipated to have strong interests in modern life sciences, supplemented with a fundamental base in math and physics. These may be students who (a) might otherwise not consider engineering as their main discipline; (b) desire to enroll in a KSU engineering degree program but whose interests do not resonate well with existing curricula; (c) would contemplate attending an out-of-state university in order to obtain a biomedical engineering degree; and/or (d) seek a pre-medicine curriculum with an engineering emphasis. Admission criteria will be consistent with current KSU College of Engineering criteria. In examining enrollment demographics of other BME programs across the</p>

	U.S., we expect a diverse student population, with significant enrollment from women and underrepresented populations.
9. Academic Support	<p>Advising for this program will follow the ECE Department advising model, which utilizes a general ECE advisor for students in their first two years. At the beginning of the third academic year, each student is assigned a BME faculty advisor for the remainder of the curriculum. Administrative support will be offered by current ECE staff.</p> <p>Additional academic resources are available to students through the KSU's library system and student services.</p>
10. Facilities and Equipment	<p>This program will require one teaching laboratory that will be made available via more effective scheduling of an existing ECE teaching laboratory. The 640-square-foot space is already equipped with benches that have black epoxy resin benchtops which are resistant to most chemicals, moisture, impact, and heat.</p> <p>Students enrolled in engineering courses are assessed an equipment fee that will support the purchase and maintenance of hardware and software needed for hands-on BME laboratories and design projects in that space; no additional funds beyond the equipment fee are anticipated. Students in the BME program will have access to all department and college general purpose computer laboratories.</p>
11. Program Review, Assessment, Accreditation	<p>The biomedical engineering program will seek ABET accreditation after the first graduates of the program have completed their degrees. The standard ABET process allows accreditation to be granted retroactively -- effective the year before the first degrees are granted. Assuming the first graduates complete their degrees in the year 2022, the initial accreditation would be sought for the 2021-2022 academic year. An assessment plan for measuring ABET student outcomes include evaluations of tests, projects, senior design experiences, and surveys.</p> <p>This program will be subject to an additional assessment processes from the Higher Learning Commission and the Kansas Board of Regents.</p>
12. Costs, Financing	<p>For the implementation of this program, salaries and fringe benefits total \$176,422. This includes \$38,965 of current faculty salaries, \$75,000 for new hires, \$19,500 for graduate assistants, \$15,000 for academic advisors, and \$27,957 for administration. The \$16,000 operating costs reflects one-third of the current monies allocated for the department's operating costs. Overall costs are \$192,422 for the implementation year (\$75,000 new cost), \$307,263 for year two (\$110,500 new cost), and \$393,322 for year three (\$112,680 new cost).</p> <p>Existing faculty and staff will also have instructional, academic support, and administrative FTEs associated with this program, but these will not be new costs. Financing for salaries will be provided by the College of Engineering, while startup costs will be shared equally by the KSU Department of Electrical & Computer Engineering, the KSU College of Engineering, and the KSU Vice-President for Research.</p>

¹Bureau of Labor Statistics. (2015, May). Retrieved from: <https://www.bls.gov/oes/current/oes172031.htm#nat>

² Hanover Research. (2016). Retrieved from: http://www.hanoverresearch.com/wp-content/uploads/2016/05/Higher-Ed_IndustryReport1.pdf

**CURRICULUM OUTLINE
NEW DEGREE PROPOSALS**

Kansas Board of Regents

I. Identify the new degree: B.S in Biomedical Engineering

II. Provide courses required for each student in the major:

Math and Science Core 52 Semester Credits

Communication Core 8 Semester Credits

Humanities and Social Science Core ... 9 Semester Credits

Biomedical Engineering Core 37 Semester Credits

Technical Electives 27 Semester Credits

Total 133 Semester Credits

BIOMEDICAL ENGINEERING CORE		Credits	Semester
BME 001	New Student Assembly	0	F
BME 200	Introduction to Biomedical Engineering	3	F
BME 430	Biomaterials	3	F
BME 451	Biomechanical Engineering	3	S
BME 490/491	Undergraduate BME Design Experience I/II	3	FS
BME 575	Clinical Systems Engineering	3	S
BME 590/591	Senior Design Experience I/II	6	FS
BME 674	Medical Imaging	3	S
CIS 200	Programming Fundamentals	4	FS
ECE 512	Linear Systems	3	FS
ECE 540	Applied Scientific Computing for Engineers	3	FS
ECE 772/3	Theory & Techniques of Bioinstrumentation Lecture/Lab	3	F
Sub-Total Credit Hours		37	

OPTION I: AREA OF CONCENTRATION: BIOMEDICAL SENSORS & DEVICES		Credits	Semester
ECE 210	Introduction to Electrical Engineering	3	FS
ECE 241	Introduction to Computer Engineering	3	FS
ECE 431	Microcontrollers	3	FS
ECE 410	Circuit Theory I	3	FS
ECE 511	Circuit Theory II	3	FS
ECE 647	Digital Filtering	3	F
	Additional Technical Electives (below)	9	
Sub-Total Credit Hours		27	

Illustrative Technical Electives...Need 9 credits from below

ECE 690	Neural Interfacing	3	S
ECE 690	Thermal Therapy and Ablation	3	S
ME 615	Applications in Mechatronics	3	S
MATH 615	Introduction to Digital Image Processing	3	S
BAE 620	Biotechnology and Biosensors	3	F
ECE 557	Electromagnetic Theory I	4	FS
ECE 771	Control Theory Applied to Bioengineering	3	S
PHYS 651	Introduction to Optics	4	F
PHYS 652	Applied Optics and Optical Measurements	3	S

OPTION 2: AREA OF EMPHASIS: BIOMEDICAL COMPUTATION		Credit s	Semester
ECE 241	Introduction to Computer Engineering	3	FS
CIS 300	Data and Program Structures	3	FS
ECE 431	Microcontrollers	3	FS
ECE 519	Electric Circuits and Controls	4	FSSu
CIS 501	Software Architecture and Design	3	FS
ECE 670	Engineering Applications of Machine Intelligence	3	S
	Additional Technical Electives (below)	8	
Sub-Total Credit Hours		27	
<u>Illustrative Technical Electives...need 8 credits from below:</u>			
MATH 510	Discrete Mathematics	3	FSSu
MATH 551	Applied Matrix Theory	3	FSSu
MATH 615	Introduction to Digital Image Processing	3	S
ECE 647	Digital Filtering	3	F
CIS 734	Introduction to Genomics and Bioinformatics	4	S
ECE 690	Neural Interfacing	3	S
ECE 648	Multimedia Compression	3	S
MATH 655	Elementary Numerical Analysis I	3	FS
CIS 544	Advanced Software Design and Development	3	SS

IMPLEMENTATION YEAR: FY 2018–2019

Fiscal Summary for Proposed Academic Programs

Institution: Kansas State University

Proposed Program: Bachelor of Science in Biomedical Engineering, CIP Code 14.0501

Part I. Anticipated Enrollment						
	Implementation Year		Year 2		Year 3	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
A. Full-time, Part-time Headcount:	30		60		90	
B. Total SCH taken by all students in program	900		1,800		2,700	
Part II. Program Cost Projection						
A. In <u>implementation</u> year one, list all identifiable General Use costs to the academic unit(s) and how they will be funded. In subsequent years, please include only the additional amount budgeted.						
Implementation Year			Year 2		Year 3	
<u>Current:</u>						
<u>Salaries</u>						
Faculty....	\$38,965		\$ 77,277		\$138,847	
Advisors...	\$15,000		\$ 15,300		\$ 15,600	
Grad Assts...	\$19,500		\$ 58,500		\$ 78,000	
Admin...	\$27,957		\$ 28,516		\$ 29,075	
<u>New:</u>						
<u>Salaries</u>						
Faculty ...	\$75,000		\$110,500		\$112,680	
OOE	\$16,000		\$16,000		\$16,000	
Total (New \$)	\$192,422 (\$75,000)		\$306,093 (\$110,500)		\$390,202 (\$112,680)	

Notes:

1. For all tenure-track faculty, the salary portions for non-instructional activities such as research and service are not included.
2. New hires include an instructor at 1.0 FTE starting in the initial year and a new tenure-track assistant professor at 0.4 FTE starting in the second year.
3. Graduate assistants are transitioned annually into the program as the courses that require their assistance are offered. Year 1 reflects one graduate student on a 0.5 FTE appointment during the academic calendar year. Year 3 reflects a 2.0 FTE cost – four graduate assistants, each on a 0.5 FTE appointment during the academic calendar year.
4. Academic support refers to 25% of the full-time ECE department academic advisor's time – a 0.25 FTE commitment.
5. Administration refers to a 0.25 FTE commitment on behalf of Dr. Warren, who will serve as the program coordinator and provide administrative support.
6. Operating expenses reflect one-third of operating monies allotted to the Department.

Indicate source and amount of funds if other than internal reallocation:

Financing for salaries will be provided by the College of Engineering. Associated startup costs for new faculty will be shared equally by the KSU Department of Electrical and Computer Engineering, the KSU College of Engineering, and the KSU Vice-President for Research.

New Degree Request – University of Kansas / School of Law

<u>Criteria</u>	<u>Program Summary</u>
1. Program Identification	Master of Science in Homeland Security: Law & Policy CIP: 43.0301
2. Academic Unit	School of Law
3. Program Description	<p>This degree is designed for military personnel as well as for government and private sector employees working in organizations who are called upon to plan for and respond to homeland security incidents, including the Federal Emergency Management Agency, Immigration and Nationalization Services, Health and Human Services, Federal Bureau of Investigation, Department of Homeland Security/Federal Protective Service, and Social Security Administration. The program will be offered at the new KU campus in Leavenworth to take advantage of the presence of the U. S. Army’s Command and General Staff College.</p> <p>The degree will be directed from the School of Law, but it will be interdisciplinary in focus, drawing on multiple KU schools and departments to ensure the curriculum will remain relevant to current problems and issues in this area.</p> <p>The program addresses the needs of the United State government and the State of Kansas, particularly the agencies involved in homeland security. The challenges faced today by these agencies are more complex and different from those faced even a generation ago. Growth and changes in this country’s homeland security apparatus, international migration and urbanization, the vulnerability of critical infrastructure to network attack and the most recent rise of international terrorism are all examples of the complexities faced by our emergency management community. This community requires increased professionalization and programs that actively brings people together from a variety of backgrounds and disciplines.</p>
4. Demand/Need for the Program	<p>Approximately 1,300 officers attend the US Army’s Command and General Staff College (CGSC) at Leavenworth each year, where approximately 50% of the officers do not possess a graduate degree. A graduate degree is generally considered a requirement for career advancement past the rank of major in the Army. Given the currency of topic, and based upon conversations with the Command and General Staff College and the Federal Region VII Agencies, it is expected that the enrollment for the degree will be approximately 45 full-time students and 30 part-time in the first year.</p> <p>With this degree, the curriculum provides specific understandings related to law and processes in an <i>interdisciplinary</i> way which allows soldiers, law enforcement officers, EPA biologists, public health professionals, etc. to play important roles within their agencies in order to meet their homeland security challenges.</p>

<p>5. Comparative /Locational Advantage</p>	<p>As of 1 October 2016, eight universities in the Midwest offer graduate programs in Homeland Security Studies or related disciplines: Upper Iowa University, Webster University, University of Oklahoma Health Sciences Center, University of Oklahoma, Park University, Saint Louis University, Colorado Technical University, and Southwestern College in Winfield, Kansas. Webster University, Southwestern College, and Colorado Technical University offer an <i>online</i> graduate degree, and these online degrees cannot be completed in one year.</p> <p>From the perspective of a US officer attending the Army’s Command and General Staff College, KU is in a unique space by providing a graduate program, which is: (a) in an emerging discipline; (b) relevant to their military career; and (c) <i>can be completed within the year these officers are attending CGSC</i>. Moreover, KU is one of only two programs in the nation to house its Homeland Security graduate degree program in the university’s School of Law.</p>
<p>6. Curriculum</p>	<p>The degree will require 33 hours for completion which will be comprised of 12 required core hours and 21 elective hours (7 of the 10 courses are required).</p> <p><u>Core courses:</u></p> <p>LAW 815: International Dimensions of Homeland Security LAW 816: Domestic Dimensions of Homeland Security LAW 817: Practicum in Homeland Security</p> <p><u>Elective courses:</u> The following is the list of initial elective courses:</p> <p>JOUR 840: Topics: Crisis Communication POLS 682: Trafficking, Organized Crime & Terrorism: US Government Response PUAD 850: Intergovernmental Relations EECS 710: Information Security and Assurance EECS 711: Security Management & Audit CP&E 624: Plant and Environmental Safety PRVM 800: Principles of Epidemiology EVRN 725: Environmental Security LAW 818: Constitutional Limits on Intelligence Gathering LAW 819: The Constitutional Rights of Prisoners in the War on Terror</p>
<p>7. Faculty Profile</p>	<p>The proposed program will utilize existing full-time tenured and tenure-track faculty members. The core faculty for the program include:</p> <p>School of Law: Michael Hoeflich (program director), Lumen Mulligan College of Liberal Arts and Sciences: Marilu Goodyear School of Medicine: Won Chio School of Journalism: Matt Tidwell Department of Political Science: Maria Omelicheva Department of Environmental Studies: Mark Jakubauskas Department of Electrical Engineering and Computer Science: Hossein Saiedian</p> <p><u>Additional courses will be taught by other tenure-track faculty as well as professors of practice in other contributing departments.</u></p> <p>One graduate assistant from the School of Law will be assigned to the director in order to aid with program and instructional support.</p>

8. Student Profile	<p>The program will serve two student groups: 1) US Army's Command and General Staff College, interested in career advancement and advanced education in the area of Homeland Security, and 2) professional working adults currently working for government agencies. Given the program will be located in Leavenworth it will be accessible to students from northland Missouri.</p>
9. Academic Support	<p>The academic and student services provided to support the proposed program will have similar delivery methods to the KU Edwards Campus located in Overland Park, KS. Students will have access to academic support services, either in-person or virtually. On-site staff will carry out the core student service and support functions needed and will have administrative support from the Edwards Campus. Additional academic resources are available to students virtually through the KU Library or virtual lab. A Student and Academic Services Manager has been hired to provide on-site academic success coaching, veteran and student services, and on-site faculty support to the Leavenworth location.</p>
10. Facilities and Equipment	<p>The proposed program will be offered at two facilities in Leavenworth. The first facility is located at Fairfield Inn & Suites. Two large meeting rooms located on the first floor of the existing building will serve as classrooms for course delivery of the program.</p> <p>The second facility is located at the Cheyenne Building. The 7,250 sq. ft. building will be renovated to include four classrooms capacity ranging from 24-48 students. Each classroom will be outfitted with digital tvs, an instructor workstation, white boards, a document camera, DVD/Blue Ray, lecture capture capabilities, and wireless connectivity available to students, faculty and staff.</p>
11. Program Review, Assessment, Accreditation	<p>This degree will go through the normal Kansas Board of Regents review for academic programs as well as the University assessment processes set up for graduate programs.</p> <p>The Law School has filed with the American Bar Association (ABA), the national accrediting body for the law schools, the necessary application and fee to secure acquiescence for the Master of Science Degree in Homeland Security: Law & Policy degree program. The ABA's acquiescence is required prior to commencing a non-J.D. degree program. The application will be reviewed and considered at their meeting set in April, 2017.</p>

12. Costs, Financing	<p>For the implementation of this program, salaries and fringe benefits total \$248,022. This total includes \$174,540 for instruction, \$46,088 for administration, and \$27,394 for support staff. Subsequent years' total salaries and fringe costs are \$252,982 for year two and \$258,042 for year three.</p> <p>Other operating expenses, which include equipment, IT, marketing, mileage, etc., total \$40,000 for the implementation year as well as for each of the two subsequent years.</p> <p>The Leavenworth building and facilities overhead expenses total \$217,080 for the implementation year, \$231,552 for year two, and \$260,496 for year three.</p> <p>Overall totals (adding the figures listed above) are \$505,102 for the implementation year, \$524,534 for year two, and \$558,538 for year two.</p> <p>Salaries and fringe benefits costs will be funded from tuition revenue generated by the program. Building, facilities, and other operating expenses will be funded from individual donor contributions and overhead fees collected from all the programs offered at the campus. The academic programs will pay overhead fees to the campus administrative budget from tuition generated.</p>
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**CURRICULUM OUTLINE
NEW DEGREE PROPOSALS
Kansas Board of Regents**

I. Identify the new degree: Master of Science in Homeland Security: Law & Policy

II. Provide courses required for each student in the major:

	Course Name & Number	Credit Hours
Core Courses	LAW 815: International Dimensions of Homeland Security Law	3
	LAW 816: Domestic Dimensions of Homeland Security Law	3
Electives	<i>Select 7 electives (21 credit hours) from the offerings below:</i>	
	JOUR 840: Topics: Crisis Communication	3
	POLS 682: Trafficking, Organized Crime & Terrorism: US Government Response	3
	PUAD 850: Intergovernmental Relations	3
	EECS 710: Information Security and Assurance	3
	EECS 711: Security Management & Audit	3
	CP&E 624: Plant and Environmental Safety	3
	PRVM 800: Principles of Epidemiology (School of Medicine, Public Health)	3
	EVRN 725: Environmental Security	3
	LAW 818: Constitutional Limits on Intelligence Gathering	3
	LAW 819: The Constitutional Rights of Prisoners in the War on Terror	3
Research	_____	_____
Practica	LAW 817: Practicum in Homeland Security	6
	_____	_____
	_____	_____
	Total	33

IMPLEMENTATION YEAR FY 2017

Fiscal Summary for Proposed Academic Programs

Institution: University of Kansas

Proposed Program: Masters of Science in Homeland Security: Law & Policy

Part I. Anticipated Enrollment	Implementation Year		Year 2		Year 3	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
A. Full-time, Part-time Headcount:	45	30	50	30	60	35
B. Total SCH taken by all students in program	1,620		1,728		1,944	
Part II. Program Cost Projection						
A. In <u>implementation</u> year one, list all identifiable General Use costs to the academic unit(s) and how they will be funded. In subsequent years, please include only the additional amount budgeted.						
	Implementation Year		Year 2		Year 3	
<u>Base Budget</u>						
Salaries	220,160		226,765		233,568	
OOE	40,000		40,000		40,000	
Other*	217,080		237,640		273,684	
Total	477,240		504,405		547,252	

* Other expense is Leavenworth Building overhead

Indicate source and amount of funds if other than internal reallocation:

Revised: December, 2016

Approved: _____

Discuss Academic Calendars

Summary

In 1984, the Board adopted common elements for the academic calendars of state universities, including having a common Spring Break, but never incorporated this element into the Policy Manual. There appears to be an inherent tension surrounding imposition of a common Spring Break while also trying to avoid having Spring Break the week the Board meets and managing enrollment for some institutions. The Board has managed this tension on an ad hoc basis for years, and now it seems appropriate to revisit these issues to determine whether these tensions can be more effectively managed.

Background

Board policy on academic calendars was adopted in 1970 in response to the student activism of the late 1960s and early 1970s. However, a review of Board minutes and academic affairs files reveals the Board has been concerned with a variety of issues pertaining to academic calendars since the early 1960s. Consequently, the Board has made additional statements or imposed additional requirements on calendars -- some of which were incorporated into the Policy Manual, and some of which were not.

Although current Board policy permits diversity among the universities in the construction of academic calendars, the adoption of common elements by the Board in 1984 and 1990 has forced considerable consistency in the number of instructional days, exam days and vacation days. The crux of this discussion stems from the Board's December 1984 meeting in which it adopted the five common elements below for academic calendars, but only incorporated the first three elements into the Policy Manual.

1. File a three-year calendar with the Board of Regents office
2. Adhere to a semester calendar with a minimum of two sixteen week semesters
3. Have a minimum of 80 academic days per semester (though this was later modified to the current policy of "no fewer than 146 instructional days")
4. *End the fall semester before December 31 and begin the Spring semester no earlier than the beginning of the calendar year*
5. *Have a common Thanksgiving and Spring Break*

Since 1984, item 4 has become common practice for postsecondary institutions and thus it is unnecessary to include in Board policy. In terms of the fifth element, the State of Kansas declares the fourth Thursday and Friday of November as the Thanksgiving Day holiday so institutions already have a common Thanksgiving Break, although some institutions also schedule their Fall Break that week which makes it a week-long break for some students.

This leaves the Spring Break portion of the fifth element as the basis for the current discussion. Various documents indicate the Board asked state universities to share a common Spring Break because families with students at two or more state universities were unable to plan vacations when each campus set its own Spring Break.

Critical to this discussion is the Board's Bylaws, which state "the regular meeting date of the Board shall be the third Thursday of each month and the Wednesday preceding it. With adequate notice and with good cause, the Chair shall have the authority to change the date of or cancel any particular meeting." While Board policy does not expressly prohibit Spring Break being held the third week in March, it makes sense to avoid having Spring Break coincide with a Board meeting because university CEOs, provosts, faculty, students, and staff are integral components of such meetings.

In checking records for the 16-year period of AY 2002 through AY 2017, state universities have shared a common Spring Break. However, on eight separate occasions the Board moved its March meeting so it would not meet the third week of that month to work around Spring Break schedules. This allowed universities to have a common Spring Break the third week in March. On one occasion the Board approved a Spring Break that coincided with its March Board meeting. On seven occasions the Board maintained its regular meeting schedule and universities shared a common Spring Break that was held either before or after the regularly-scheduled March Board meeting.

There appears to be an inherent tension surrounding having a common Spring Break so families can plan vacations, avoiding having Spring Break the week of the March Board meeting, and the management of enrollment for some institutions. The Board has managed this tension on an ad hoc basis for years, and now it seems appropriate to revisit these issues to determine whether these tensions can be more effectively managed.

Kansas Board of Regents Policy on Academic Calendars

CHILA.1. ACADEMIC CALENDAR

- a. The Academic Calendar of each state university shall provide for an academic year minimally consisting of two sixteen week semesters totaling no fewer than 146 instructional days plus five final exam days each semester.
- b. Each state university shall file a three-year Academic Calendar adhering to holidays and breaks approved by the Board. Each state university shall follow the calendar as approved by the Board. Any deviation for reasons other than natural disasters or national emergencies must have prior approval of the Board.
- c. The President and Chief Executive Officer of the Board shall have the authority to approve or deny non-substantive revisions to Board-approved three-year calendars and shall periodically report these changes to the Board.