KANSAS BOARD OF REGENTS
SYSTEM COUNCIL OF CHIEF ACADEMIC OFFICERS

VIRTUAL MEETING AGENDA
Wednesday, September 18, 2024
8:30 – 9:00 a.m.

The System Council of Chief Academic Officers (SCOCAO) will meet virtually via Zoom. An in-person option will be available at the Curtis State Office Building at 1000 SW Jackson, Suite 530, Topeka, Kansas, 66612.

I.	**Call to Order**	Mickey McCloud	
	A. Roll Call and Introductions		
	B. Introduce Provost Susan Bon, Pittsburg State University		
	C. Approve Minutes from June 18, 2024, meeting		p. 3
II.	**Systemwide Updates**		
	A. TAAC Update	Jennifer Seymour	
	B. Reverse Transfer Procedures	Mistie Knox	p. 5
	C. AY 2023 High School Postsecondary Enrollments	Karla Wiscombe	
	D. AY 2023 Concurrent/Dual/CTE Enrollment Report by Institution	Mistie Knox	
	E. Credit For Prior Learning Awarded by KBOR Institutions – Academic Year 2023	Mistie Knox	
	F. Academic Affairs Update	Academic Affairs Staff	
III.	**Other Matters**		
	A. Apply Free Days	Mistie Knox	
	B. Kansas Micro-Internships (KMI) Program Update	Tim Peterson	p. 14
	C. Parker Dewey+ Online Portal Update	Tim Peterson	p. 16

IV.   Announcements
   A.   October 3-4 – Tilford Conference (Registration Link)
   B.   October 7-9 - Apply Free Days
   C.   October 11 – Kansas Core Outcomes Groups (KCOG) Conference
   D.   October – Appy Kansas College App Month
   E.   Next SCOCAO Meeting – November 20, 2024 – Virtual Meeting

V.   Adjournment

SYSTEM COUNCIL OF CHIEF ACADEMIC OFFICERS

The System Council of Chief Academic Officers (SCOCAO), established in 2002, is composed of the six chief academic officers of the state universities, four chief academic officers selected by the nineteen community colleges, one chief academic officer selected by the six technical colleges, and the chief academic officer of Washburn University. The Board's Vice-President for Academic Affairs serves as an ex officio member. The System Council of Chief Academic Officers meets monthly and reports to the System Council of Presidents. Membership includes:

Brandon Galm	Cloud County CC
Mickey McCloud, Co-Chair	JCCC
Brent Thomas	ESU
Jill Arensdorf	FHSU
Jesse Mendez	K-State
Barbara Bichelmeyer	KU
Jason Sharp	Labette CC
Susan Bon, Co-Chair	PSU
Luke Dowell	Seward CCC
John Fritch	Washburn
Shirley Lefever	WSU
Jennifer Seymour	WSU Tech
Rusty Monhollon	KBOR

System Council of Chief Academic Officers
AY 2025 Meeting Schedule

SCOCAO Academic Year 2024- 2025 Meeting Dates		
Meeting Dates	**Location (virtual or in-person)**	**Institutional Materials Due**
September 18, 2024	Virtual	August 28, 2024
November 20, 2024	Kansas State University	October 30, 2024
December 18, 2024	Virtual	November 25, 2024
January 15, 2025	Virtual	December 24, 2024
February 12, 2025	Virtual	January 22, 2025
March 12, 2025	Virtual	February 19, 2025
April 16, 2025	Pittsburg State University	March 26, 2025
May 14, 2025	Virtual	April 23, 2025
June 11, 2025	Virtual	May 21, 2025

SCOCAO meets at 8:30 a.m. unless otherwise noted.

System Council of Chief Academic Officers

MINUTES
Tuesday, June 18, 2024

The June 18, 2024, System Council of Chief Academic Officers (SCOCAO) meeting was called to order by Jesse Mendez and Mickey McCloud at 8:30 a.m. The meeting was held virtually via Zoom.

In Attendance:

Members:
Mickey McCloud, JCCC
Brent Thomas, ESU
Jill Arensdorf, FHSU
Shirley Lefever, WSU

Jesse Mendez, K-State
Melinda Roelfs, PSU
Beth Oniell, Washburn
Brandon Galm, Cloud County CC

Barbra Bichelmeyer, KU
Jason Sharp, Labette CC
Luke Dowell, Seward CCC
Scott Lucas, WSU Tech

Approval of Minutes

Brent Thomas moved to approve the May 15, 2024, meeting minutes. Barbra Bichelmeyer seconded the motion, and the motion passed.

Systemwide Updates

- Karla Wiscombe introduced two new Transfer and Articulation Council members as provided by the Kansas of Chief Instructional Administrators; Jason Sharp, Labette Community College & Aron Potter, Coffeyville Community College; who are replacing Jane Holwerda & Tricia Paramore. She then provided the Transfer and Articulation Council (TAAC) Report. She shared that the co-chairs will remain the same for 2024-2025. The meetings will remain as they are currently scheduled, the week before board meetings at 2:00, and will resume early September to prepare for the KCOG conference October 11. She encourages faculty and administrators to attend the conference.

- Rusty Monhollon & Jenn Bonds-Raacke provided an update on Math Pathways. Dr. Bonds-Raacke started with a Systemwide General Education Council update. At their meeting on May 28 they reviewed a deviation request from KU Medical Center for the clinical labrotory science program. The council requested additional information from Dr. Klein, which is currently being reviewed. The council plans to give its recommendation at its June 25 meeting. They also continue with the development of a procedures guide. Finally, the council received an exception request from KU Med for the BA in Respiratory Care; Diagnostic Science; & Health Information Management to continue to require a specific general education course. This request was approved. Dr. Bonds-Raacke then provided a Math Pathways Task Force update. The task force met on May 21 to set goals for the next AY. These goals included the development of a FAQ guide and the creation of two subcommittees focusing on communication and corequisite support. The Course Placement Measures committee met on June 10 and will meet again on June 26. They have finalized the multiple measures recommendations for College Algebra. They will finalize the multiple measures recommendations for Contemporary Math and Elementary Statistics. Round one of the discipline gateway courses has been approved by the CAO's. The round two decisions are due by June 24. Dr. Monhollon ended by stating he would like to meet to discuss and review the metrics for the review process and will reach out to provosts to set up those meetings.

- Sam Christy-Dangermond provided an update on the Performance Agreements/Reports (English Course Placement). Reports are due byJuly 1. Sam has offered to review and provide feedback on any reports before final submissions. She will make sure any necessary edits can be made before the review by BAASC. There will be a request for English representatives to serve on an English Course Placement Committee. The preference will be for staff who are on a 12 month contract. An email will be sent out at the end of June or early July with more information.

- Mistie Knox provided a Reverse Transfer Update. She began by providing a description of the Reverse Transfer process; which is retroactively granting associate degrees by combining credits from a

community college or technical college with the credits earned at the Kansas public university the student has transferred to. She then provided a review of the history and board policy as it relates to reverse transfer. She shared some changes currently being worked on to provide clarity and simplification to the reverse transfer procedures. Mistie also encouraged institutions to update the contacts listed on the Systemwide Reverse Transfer institutional contacts list available on our website. The National Student Clearinghouse webinar is on July 2.

<u>Other Matters</u>
- Mike Werle provided an update on the KUMC BS Nursing expansion. The program will increase from 120 students to 150 students. This was approved by The Commission on Collegiate Nursing Education and will go into effect in the spring of 2025.

The next SCOCAO meeting will be held virtually in September.

Jill Arensdorf moved to adjourn the meeting; Luke Dowell seconded, and the motion passed. The meeting was adjourned at 8:54 a.m.

Systemwide Reverse Transfer Procedures

A guide for institutions to effectively implement reverse transfer between institutions.

Reverse Transfer is the process of retroactively granting associate degrees to students who have not completed the requirements of an associate degree before transferring from a Kansas community college or technical college to a Kansas public university.

August 2024

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Reverse Transfer Working Group Representatives

University Representatives
  ESU - Sheila Markowitz, Registrar
  FHSU – Craig Karlin, Registrar
  KSU – Carrie Fink, Associate Registrar
  KU – Jeff Roberts, Assistant University Registrar
  PSU – Mariah Laman, Transcript Analysis Specialist
  WSU - Gina Crabtree, University Registrar & Director of Enrollment Services

Community & Technical College Representatives
  Kansas Association of Community College – Heather Morgan, Executive Director
  Hutchinson CC – Christina Long, Registrar
  JCCC – Mickey McCloud, Provost
  Garden City CC – Sydnee Claussen, Director of Advising

KBOR Staff
Academic Affairs: Mistie Knox, Karla Wiscombe
Workforce Development: April White, Charmine Chambers

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Reverse Transfer Background

All community college, technical college, and university presidents signed the systemwide reverse transfer agreement in May 2014, which became effective in Fall 2014. Institutions must follow the basic procedures outlined in this document to support the goal of increasing the number of credential holders in Kansas as part of the Board's strategic plan.

Reverse Transfer Procedures

This document describes the procedures for systemwide reverse transfer between Kansas Regents Universities and Kansas two-year institutions, including community colleges and technical colleges. For the purposes of this procedure, Washburn is both a university and a college.

All institutions will post on their websites information about Reverse Transfer, incorporate the "Reverse Transfer" graphic file provided by the Kansas Board of Regents, and link to the Kansas Board of Regents Reverse Transfer website: https://www.kansasregents.org/academic_affairs/reverse-transfer

Sending Reverse Transfer transcripts and posting degrees will be free to the student. Individual institutions may choose to charge for mailed diplomas.

Each institution will provide a point of contact for Systemwide Reverse Transfer. Institutional contacts will be posted to the KBOR Reverse Transfer website. It is the responsibility of each institution to maintain current contact information.

INITIAL PROCESS FOR UNIVERSITIES:

1. Identify eligible students with a minimum of **15** credit hours from a single Kansas **community** or **technical** college after application to the university.
   a. If the university awards an applicable associate degree, further evaluation of the student's transcripts may be necessary to determine which institution should award the associate degree.
      i. If the student has fewer than 30 hours from a single community college, the university may award the appropriate associate degree upon the student's completion of requirements, as outlined in Board policy (Ch. II.A7.i., see Appendix B).
      ii. If the student has at least 30 hours from a single community college, the university must use the following procedures for Reverse Transfer.
2. Inform eligible students about reverse transfer during application or their first semester at the university, with a statement about FERPA rights and the choice to opt in.
3. Implement email campaigns, pop-up menus in student information systems, or other effective means of obtaining student opt-ins.
4. Monitor students who have opted in to reverse transfer, and upon completing 60 credit hours, begin the referral process of sending transcripts to the appropriate community or technical college.
5. During this process, institutions assign students to a reverse transfer group or attribute code in the student information system. The code indicates the college from which the student has the most credits. In the case of equal numbers of credits from more than one college, the transcript will be sent to the most recent college attended, unless otherwise specified by the student.
6. After the student has completed 60 credit hours and opted in to reverse transfer, transcripts will be sent to the designated college each fall and spring semester. (This is when data is tracked as a **referral** for KBOR data collection)
7. The university will send transcripts or data files for students meeting reverse transfer criteria after each semester is completed. Universities will send transcripts/data for fall coursework by February 15, and for spring coursework by September 15.
8. Universities will continue sending transcripts/data until an associate degree has been awarded, the student is no longer enrolled, opts out, or graduates from the university.
9. Transcripts/data will be sent to the college (including Washburn) along with a list of students' names, mailing addresses, email addresses, and date of birth and/or last four digits of each student's SSN if available. Transcripts should be in electronic form. A data file should be sent using the Reverse Transfer service of the National Student Clearinghouse.
10. Notify the contact person at the college that the reverse transfer transcripts and student list have been delivered. The Systemwide Reverse Transfer institutional contacts list is located on the KBOR website: https://www.kansasregents.org/students/reverse-transfer-2

PROCESS FOR COMMUNITY AND TECHNICAL COLLEGES:

1. Evaluate transcripts and student lists upon receipt from university.
2. Enter transcript into student's academic record.
3. Perform final degree audit and award appropriate associate degree if applicable.
4. Students who do not meet the requirements for the degree/major they had when they left should be evaluated for an alternative associate degree.
5. Use coding to indicate that the eligible student is a reverse transfer student. Also, indicate which university the student is currently attending.
6. Post degrees for students meeting graduation requirements per college policies. Degrees are posted in the current semester (not back dated) to allow adequate time for Financial Aid reporting.
7. Key current addresses into the student information system.
8. Send the university contact person a list of those graduates along with official transcripts or data files showing the degree posted. Transcripts/data for fall students will be sent no later than July 1; transcripts/data for spring will be sent no later than January 15.
9. Once degrees are awarded, send students a letter informing them that their degree has been posted and their transcript has been sent to the university as part of the reverse transfer process. Colleges may choose to send the diploma along with the letter free of charge. Colleges that choose to charge for diplomas should explain process for obtaining the diploma, including the fee amount, in the notification letter.
10. Colleges will determine if students with prior financial holds will receive their diploma.
11. Students who do not earn a degree are sent a letter informing them of the specific degree requirements they have not met. They are encouraged to contact the community or technical college with questions or enrollment needs.
12. If additional transcripts from other institutions are needed to complete the degree, the student must request and pay to have those official transcripts sent.
13. File/scan degree audits and transcripts under individual student records.

FOLLOW-UP PROCESS FOR UNIVERSITIES:
1. Receive and print transcripts and student list from the colleges.
2. Review and log transcripts as received.
3. Add additional coursework taken to the student's academic record.
4. Post an associate degree notation to the student record. Update reverse transfer group or attribute code if necessary to ensure the university ceases sending reverse transfer transcripts for the graduated student.
5. File/scan transcripts under individual student records.

Appendix A

(Board Policy Manual, Chapter III, Section A.3)

A. ACADEMIC AFFAIRS

   3. REVERSE TRANSFER AGREEMENTS

   Reverse transfer is an important element of a seamless educational system. The state universities, community colleges, technical colleges, Washburn University and Washburn Institute of Technology shall work together, through the System Council of Presidents and System Council of Chief Academic Officers, to develop a process to assist students to complete coursework for and attain all certificates and degrees for which they are eligible.
   The process and resulting agreements shall:

   a. Be consistent with state and federal law, Board policies and applicable accreditation standards;

   b. Provide a mechanism for each student who is transferring credits from a community college or technical college to a university to participate in the reverse transfer process; the established mechanism shall include an opportunity for each otherwise eligible student to opt-in to the process, thereby permitting sharing of that student's Family Educational Rights and Privacy Act protected information; and

   c. Provide guidelines for determining which transferring institution will award the credential if the student has transfer credits from more than one institution.

Appendix B

(Board Policy Manual, Chapter II, Section A.7i)

i. Associate Degree Programs:

i. The roles of the state universities and the State's community colleges and technical colleges should be clearly differentiated. Therefore, with the exception of an associate degree as detailed in Chapter II.A.7.i.ii, the Board of Regents discourages the state universities from offering associate degrees in academic or technical programs where the baccalaureate is available; provided, however, that the Board acknowledges that student demand and community needs may engender requests for associate degree programs, particularly in areas of technology education. Requests by state universities for associate level programs, other than those specifically enumerated in subsection ii.(5) below, shall be considered through the new program approval process.

ii. State universities shall be permitted to offer an associate degree without obtaining the approval otherwise required by Chapter II.A.7.c in accordance with the following parameters:

(1) The degree shall be limited to students pursuing a baccalaureate degree;

(2) Students shall not have an option to select the degree as a stand-alone degree program;

(3) The degree shall have a negligible fiscal impact on the state university and no state university shall seek additional state funding to offer the degree;

(4) The degree is designed as a stackable credential that can be integrated into the student's chosen baccalaureate program;

(5) The degree shall be an associate in arts, associate in general studies, or associate in science, and it shall not extend beyond the general studies or liberal arts nomenclature to include nomenclature that would reflect a content-specific program offering (e.g., associate in arts in journalism);

(6) It is understood that the community college sector is the primary sector in Kansas for awarding associate degrees. As such, the degree authorized by this Chapter II.A.7.i.ii at any state university shall primarily be limited to a student who has not earned 30 or more hours of resident credit from at least one Kansas community college. When a student earned 30 or more hours of resident credit from a single Kansas community college, the state university shall work with the community college to support the student in completing the degree authorized by this Chapter II.A.7.i.ii (or another associate degree, if applicable) through reverse transfer. If a student completed 30 or more hours of resident credit at more than one Kansas community college, the Kansas community college in which the student completed the most hours of resident credit shall be the designated community college for reverse transfer purposes unless the student expresses a desire to earn

the associate degree from another Kansas community college from which they earned 30 or more hours of resident credit;

(7) If a student completed 30 or more hours of resident credit at a Kansas community college and it has been determined that the Kansas community college will require the student to complete more credit hours to complete the associate degree than the state university will require the student to complete to obtain the associate degree, the state university shall be eligible to award the associate degree authorized by this Chapter II.A.7.i.ii;

(8) The State University President shall notify the Board President and Chief Executive Officer in writing before offering the associate degree authorized by this Chapter II.A.7.i.ii; and

(9) The requirements in paragraphs (1-8) shall not apply to any approved associate in arts degree program offered by a state university before June 13, 2023.

The **Kansas Micro-Internships (KMI)** program was created in February of 2021 to support the Kansas Board of Regents' *Building a Future* strategic plan and the Kansas Department of Commerce's aim to connect businesses, job seekers, educational institutions and training providers to ensure the state's workforce is equipped to meet industry needs and to help create economic success for Kansas.

Micro-Internships are short-term, paid, professional assignments in business, communications, education, finance, human resources, information technology, marketing, research, social media and many other areas. These projects can be completed remotely year-round and typically range from 10 to 40 hours of work. The program benefits students by removing obstacles of transportation, relocation, and fixed work schedules common to traditional on-site internships, and can introduce them to many more potential careers and employers.

It also benefits employers who need immediate on-demand project help in addition to increasing their talent pipeline. Companies can see 40-80% savings on the cost-per-hire when incorporating Micro-Internships into their existing recruitment strategies according to Parker Dewey, a Chicago-based company that provides the KMI program platform.

The initial $35,000 funding for the program was provided by the Kansas Department of Commerce (KDC) and The DeBruce Foundation in Kansas City. The DeBruce Foundation provided another $50,000 in October of 2022, and the Strada Education Foundation provided $400,000 in December of 2022 to further expand the program within the Kansas public community and technical college system. KDC provided another $25,000 in November of 2023. The KMI program is the only public statewide micro-internship program in the nation.

The Kansas Legislature approved $500,000 of state funding for the program in FY 2025.

KMI Program Data as of September 5, 2024
Source: Parker Dewey, LLC

	<=2021	2022	2023	2024	Total
KMI Student Registrations	667	504	780	543	**2,494**
KMI Employer Registrations	62	57	148	69	**336**
KMI Projects Posted	60	46	120	113	**361**

Employers can learn more or register at www.kansasmicrointerns.com
Students can learn more or register at https://info.parkerdewey.com/kansasmicrointerns

What Kansas Employers are Saying about the KMI Program

"Oh, my goodness, what a deal the micro-internship was for Automation Controls, Inc! And it was a great experience for the student too, so a win-win all around." Regina Brown, Automation Controls, Inc. President

"I was a bit skeptical of the program's ability to truly aid me and not become another task to manage. But this program is a game changer for people who need assistance on the fly." Janet McRae, Miami County Economic Development Director

"Amazing! Turned it in more than a week early, all completed. You made me a micro-internship fan!" Vera Brown, Kansas Board of Regents CTE Director

"Lindsey did a terrific job with this project! She was very thorough and detail oriented in executing the assignment, and helped us obtain very valuable information that we will be using to guide our future efforts." Jaron Caffrey, Kansas Hospital Association Workforce & Health Care Policy Director

What Kansas Students are Saying about the KMI Program

"Overall, this program will help me to strengthen my skills related to my degree, have real life experiences to talk about in interviews, and to do impactful work for local companies." Sophie Osborn, K-State Student

"It not only helps your company achieve tasks that may otherwise be put on the back burner, but it also helps a student gain experience for building their resume and for their future." Collen Kincaid, Neosho County Community College Student

Student Requirements	Employer Requirements
✓ Complete the free Agile Work Profiler ✓ Enroll in an undergraduate certificate or degree program at any of the 32 Kansas public colleges or universities	✓ Be a Kansas business, nonprofit organization, or entrepreneur ✓ Select an eligible Kansas student ✓ Set the project fee based on $20 per hour
Student Benefits	**Employer Benefits**
✓ Projects available all year ✓ Projects can be completed remotely ✓ Expanded career network ✓ Gain new skills and experiences ✓ Get paid 90% of the project fee	✓ On-demand help available all year ✓ No paperwork required ✓ Enhanced talent pipeline ✓ Reduced recruitment/hiring costs ✓ First five projects are at no cost

Employers can learn more or register at www.kansasmicrointerns.com
Students can learn more or register at https://info.parkerdewey.com/kansasmicrointerns

Parker Dewey+

Premium Support, On-Demand Data, Measurable Impact

Parker Dewey+ is a new partnership option for Parker Dewey's education partners. Built based on feedback from hundreds of colleges and universities, this tool provides you with **on-demand access** to view data on your student and employers' engagement with Parker Dewey including the **amount your students have earned** as well as **ready-made marketing resources** to help you promote Parker Dewey Micro-Internships to all of your stakeholders.

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✔ Co-branded student & employer web pages

✔ Custom webinars and class presentations

✔ On-demand student engagement data

✔ On-demand employer feedback on students' performance

✔ On-demand employer engagement data

✔ Proxy access to student accounts

✔ Downloadable impact report

✔ Student Ambassador Micro-Internship

Get Started!

Complete this Parker Dewey+ Interest Form today!

BUDGET-FRIENDLY
No Cost to You
Due to the Kansas Micro-Internship (KMI) Program, access is complimentary for all Kansas public colleges/universities.

BENEFICIAL TO ALL
Unlimited licenses
Data and resources support your whole team including those who work with students AND employers.

EASY TO LAUNCH/SCALE
1 Week to Implement
Access can begin within 1 week of completing the form above and lasts through the duration of the KMI program.

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