Program Alignment FAQ

For a program to be compliant with alignment requirements, the program structure, courses, and naming conventions must be consistent in the following areas:

- Institution Program Inventory in the Kansas Higher Education Data System (KHEDS)
- College catalog and degree maps
- Institution website
- Any additional public-facing program information

1. What **funding** is affected by program alignment?
   A. At this time, program alignment is one of the criteria for Perkins funding eligibility.
2. Can an institution offer an **award level** that is not currently aligned?
   A. Institutions always have the choice to offer award levels that are not currently on the program alignment map. However, this means that the institution's program is no longer aligned at any award level.
3. Can an institution choose to offer only some of the aligned **award levels**?
   A. Institutions do not have to offer all award levels that are currently on the program alignment map to meet program alignment.
4. Should the overarching **program title** or the exit point "level" subtitle be used for each certificate/degree level?
   A. The "level" subtitles at each exit point/award level were originally included to show a progression in skill level, but in most cases the certificate/degree level (A, B, C, A.A.S.) would be sufficient to determine that. Previously, there was a pattern of certificate levels often being labeled as "technician" and A.A.S. being titled with the full program name (i.e., "…Technology Degree"). For most programs the "subtitles" that are listed for the exit points on the alignment maps may be removed. These subtitles may be necessary when they tie to a specific occupation or career level that falls within the CIP code (i.e., Automotive Collision and Refinishing Technology, Cert A/Medical Assistant Trainee). For Program Alignment purposes, the full program title or the certificate/degree level subtitle is acceptable. The "level" subtitles will be evaluated with future program realignments and removed where unnecessary to provide clarity.
      - The "Notes" section on each map will provide any additional naming conventions that meet compliance with program alignment.
5. Considering that the Common and Support Courses are only a minimal piece of the overall program make-up, how can colleges use the same **program description** when programs have institutional flexibility based on local business/industry need?
   A. To provided program consistency statewide, an alignment statement that includes the NCES CIP information can be listed with the program description. (*Template: The <u>insert college name</u> <u>insert program title</u> program is in alignment with the National Center for Education Statistics (NCES) CIP code <u>insert CIP code</u>: <u>CIP name</u>. <u>Insert program definition from KBOR program alignment webpage</u>.*)
      - For example: The NAME Community/Technical College Welding Technology program is in alignment with the National Center for Education Statistics (NCES) CIP code 48.0508: Welding

Technology/Welder. A program that prepares individuals to apply technical knowledge and skills to join or cut metal surfaces. Includes instruction in arc welding, resistance welding, brazing and soldering, cutting, high-energy beam welding and cutting, solid state welding, ferrous and non-ferrous materials, oxidation-reduction reactions, welding metallurgy, welding processes and heat treating, structural design, safety, and applicable codes and standards.

6. What is aligned for a **Common Course**?
    A. The [Program Alignment Handbook](#) states: "Common courses are common to all institutions offering the program with the total number of <u>credit hours</u> in the core being the same and will transfer among all institutions offering the program. Common courses ARE required to have the same <u>course title, description, competencies, and objectives</u> at each of the affiliated institutions where the aligned program is offered. Institutional course syllabi for these courses will include all four components. Institutions may include additional competencies and/or objectives for these courses."
    - What is listed in the Common Course document must be listed in the course syllabi (*even when format/outline is very detailed and lengthy*). Information in the Common Course document is what was agreed upon during the program alignment meetings and is the only way to ensure consistency that everything is being included that was intended.

7. Can a course "level indicator" of I/1 be added to a **Common Course** title to specify that it is the first level of instruction on this topic?
    A. When building upon the aligned Common Course, it is acceptable to add a level indicator to the Common Course title. Your level I/1 course must be the aligned Common Course. For example: "SMAW (Shielded Metal Arc Welding) I" would be the aligned Common Course that is followed by a second level course "SMAW (Shielded Metal Arc Welding) II" in the Welding Technology program.
    - You will <u>not</u> need to enter a note in KHEDS Comments/Justifications field or the Institution Program Alignment Verification spreadsheet for courses with a level indicator that is roman numeral vs standard numeral (or vice versa).

8. Are there documented competencies for **Support Courses**?
    A. "Agreed upon competencies" is currently included in the standard phrase that is used for all Support Courses. Support Courses are put in place to offer institutional flexibility for scheduling purposes across various programs and local Business/industry needs and are discussed during the program alignment faculty meeting. For example, OSHA 10 would already have a standard curriculum to pass the credential exam, therefore KBOR does not offer any additional competency information. Generally, syllabi may be asked for by KBOR with a new program submission or course title that does not appear to match the intention of the listed/aligned Support Course(s).

9. Can two institution courses add up to one **Support Course** requirement for credit hours?
    A. Yes, you may have more than one course equal the aligned Support Course. A note should be entered in the KHEDS Comments/Justification field and the Institution Program Alignment Verification Spreadsheet. For example: "Support Course: Introduction to Hydraulics + Hydraulic Diagnosis/Repair = Hydraulics (6 credits)."