MINUTES
KCTCS Board of Regents
Academic Affairs and Curriculum Committee Meeting
June 14, 2018

Committee Members Present:
Dr. Angela Fultz, Committee Chair
Mr. Porter G. Peeples, Sr., Committee Vice Chair
Dr. Wendy Fletcher - participated via Skype and pursuant to Board of Regent Bylaws 8.3 and KRS 61.826, and will be permitted to cast votes during a video teleconference.

Mr. Ricky Lee Smith
Ms. Tammy C. Thompson

Committee Members Absent:
Mr. James Lee Stevens

CALL TO ORDER
Academic Affairs and Curriculum Committee Chair Angela Fultz called to order the meeting of the Kentucky Community and Technical College System Board of Regents Academic Affairs and Curriculum Committee at 2:07 p.m. (ET) on June 14, 2018. The meeting was held in Room B202, Center for Advanced Manufacturing at Gateway Community and Technical College, Boone Campus in Florence, Kentucky. Chair Fultz announced that the press was notified of the meeting on June 6, 2018.

There being a quorum present, committee business began with the approval of minutes.

WELCOME OF NEW COMMITTEE MEMBER
Chair Fultz extended a welcome on behalf of the Academic Affairs, and Curriculum Committee to Dr. Wendy Fletcher. Dr. Fletcher is an APRN with St. Claire Healthcare in Morehead, Kentucky. Dr. Fletcher was appointed to replace Ms. Finan who resigned.

APPROVAL OF MINUTES
Chair Fultz asked if there were any corrections to the March 15, 2018, minutes presented in the meeting materials. There being none, the minutes were declared approved as presented.

ADDITIONS OR CHANGES TO THE AGENDA
There were no changes or additions to the agenda.

ACTION:
RATIFICATION OF NEW CREDIT CERTIFICATE PROGRAMS
RECOMMENDATION: That the KCTCS Board of Regents ratify the approval of new credit certificate programs listed in the agenda materials.

Chair Fultz called on KCTCS Acting Chancellor Larry Ferguson to provide additional information related to the recommendation. Dr. Ferguson noted that
some of the programs listed are a result of “rolling over” an existing curriculum to a new integrated curriculum with multiple exit points.

All certificate programs included on the list are applicable toward at least one-degree program, and additional resources are not required for their implementation. The certificate programs listed in the agenda book support the Kentucky Postsecondary Education Improvement Act of 1997 (as amended). These certificate programs meet all KCTCS program approval policies and procedures, the KCTCS Policy on Collaborative Program Development, and all applicable Council on Postsecondary Education (CPE) policies and procedures.

Chair Fultz called for discussion, there being none, and she called for the motion.

MOTION: Ms. Thompson moved and Mr. Smith seconded that the Academic Affairs and Curriculum Committee recommend that the KCTCS Board of Regents ratify the approval of new credit certificate programs listed in the agenda materials.

Chair Fultz called for a vote.

VOTE: The motion was approved unanimously.

RECOMMENDATION: That the KCTCS Board of Regents approve the awarding of KCTCS colleges candidates for degrees and diplomas and ratify certificates as presented in the supplemental booklet, KCTCS Candidates for Credentials January 10, 2018 through April 10, 2018, with the credentials (degrees, diplomas, and certificates) to be awarded to the candidates upon certification that the requirements have been satisfactorily completed.

Chair Fultz called on Dr. Gloria McCall, KCTCS Vice President to present the candidates for credentials. Dr. McCall noted that for the period of January 10, 2018 through April 10, 2018, there were 19,518 credential requests (12,584 of which are unduplicated), including 12,511 certificates; 1,420 diplomas; 1,453 associate in arts; 1,080 associate in science; 3,040 associate in applied science, and 14 associate in fine arts.

It was noted that the following colleges Bluegrass Community and Technical College, Hazard Community and Technical College, Owensboro Community and Technical College and West Kentucky Community and Technical College, awarded the associate in fine arts degrees.

Chair Fultz called for discussion, there being none, and she called for the motion.
MOTION: Dr. Fletcher moved and Mr. Peeples seconded that the Academic Affairs and Curriculum Committee recommend that the KCTCS Board of Regents approve the awarding of KCTCS colleges’ candidates for degrees and diplomas and ratify certificates as presented in the supplemental booklet, *KCTCS Candidates for Credentials January 10, 2018 through April 10, 2018*, with the credentials (degrees, diplomas, and certificates) to be awarded to the candidates upon certification that the requirements have been satisfactorily completed.

Chair Fultz called for a vote.

VOTE: The motion was approved unanimously.

RECOMMENDATION: That the KCTCS Board of Regents approve the awarding of an Associate in Science degree to Mr. Gavin Posey, West Kentucky Community and Technical College, as presented in the supplemental booklet, *KCTCS Candidates for Credentials*, with the credentials to be awarded to Mr. Posey upon certification that the respective requirements have been satisfactorily completed.

Chair Fultz called on Dr. Gloria McCall to present the credential request. It has been KCTCS Board of Regents practice to honor student regents who request a credential during their term on the Board. Regent Posey has requested a credential award for an Associate in Science to be awarded spring 2018.

Chair Fultz called for a motion.

MOTION: Mr. Peeples moved and Ms. Thompson seconded that the Academic Affairs and Curriculum Committee recommend that the KCTCS Board of Regents approve the awarding of an Associate in Science degree to Mr. Gavin Posey, West Kentucky Community and Technical College, as presented in the supplemental booklet, *KCTCS Candidates for Credentials*, with the credentials to be awarded to Mr. Posey upon certification that the respective requirements have been satisfactorily completed.

Chair Fultz called for a vote.

VOTE: The motion was approved unanimously.

RECOMMENDATION: That the KCTCS Board of Regents approve the awarding of an Associate in Applied Science degree to Mr. Ric L. Smith, Gateway Community and Technical College, as presented in the supplemental booklet, *KCTCS Candidates for Credentials*, with the credentials to be awarded to Mr. Smith upon certification that the respective requirements have been satisfactorily completed.
Chair Fultz called on Dr. Gloria McCall to present the credential request. It has been KCTCS Board of Regents practice to honor student regents who request a credential during their term on the Board. Regent Smith has requested a credential award for an Associate in Applied Science to be awarded spring 2018.

Chair Fultz called for a motion.

MOTION: Ms. Thompson moved and Mr. Peeples seconded that the Academic Affairs and Curriculum Committee recommend that the KCTCS Board of Regents approve the awarding of an Associate in Applied Science degree to Mr. Ric L. Smith, Gateway Community and Technical College, as presented in the supplemental booklet, *KCTCS Candidates for Credentials*, with the credentials to be awarded to Mr. Smith upon certification that the respective requirements have been satisfactorily completed.

Chair Fultz called for a vote.

VOTE: The motion was approved unanimously.

Chair Fultz called on Dr. Ferguson to present the program proposal agenda items. Dr. Ferguson noted that the total number of programs approved since 1998 is 4,484. The total number of programs suspended is 1,477.

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science (AAS) in Diesel Technology with a track in Medium and Heavy Truck Technician for Bluegrass Community and Technical College (BCTC) to be implemented in spring 2019.

Chair Fultz asked Dr. Ferguson to introduce BCTC President/CEO Augusta Julian to discuss the need for this program. Dr. Julian also introduced Vice President Academics and Workforce Dr. Greg Feeney and Assistant Dean, Advanced Manufacturing and Trades Mr. Ralph Potter.

Dr. Julian noted that the Diesel Technology program will provide access to a high-quality career and technical program that will prepare workers to have the skills necessary to compete and succeed in today’s trucking industry. Additionally, it provides BCTC with the opportunity to respond to workforce needs within the community and partner with local businesses to support that need.

Dr. Feeney shared that the technical competencies for the Diesel Technology AAS focus on courses that require students to analyze malfunctions, as well as to repair, rebuild and maintain diesel equipment. Students will demonstrate a thorough knowledge and understanding of diesel engines, fuel injection, onboard computers, transmissions, steering and suspension, and brakes.

Mr. Potter noted that according to the Kentucky Center for Education and Workforce Statistics (KCEWS) report, Kentucky Future Skills, occupation-level job openings and wage data between 2017-21 estimates employment in Kentucky
for this field at 21,335. Specific jobs that are in highest demand include Bus and Truck Mechanics/Diesel Engine Specialists; First-Line Supervisors of Mechanics, Installers, and Repairers; Mobile Heavy Equipment Mechanics; and Farm Equipment Mechanics. There are currently 2,630 employed in the Bluegrass Workforce Investment Area with an average annual wage of $50,475.

Dr. Julian shared that costs for the Diesel Technology program will include a program coordinator, part-time faculty member, equipment and supplies, as well as lab/garage and classroom space. BCTC is partnering with Jessamine County Schools to implement this program, thus BCTC will provide funding for the coordinator, supplies and will share equipment costs. Jessamine will provide $2,380,000 in funding from bond sales for renovation of existing bus maintenance building/garage into classroom and lab, as well as for equipment and materials.

Dr. Ferguson recommended the program.

Chair Fultz called for discussion, there being none, and she called for the motion.

MOTION: Mr. Peeples moved and Dr. Fletcher seconded that the Academic Affairs and Curriculum Committee recommend that the Board of Regents approve an Associate in Applied Science (AAS) in Diesel Technology with a track in Medium and Heavy Truck Technician for Bluegrass Community and Technical College (BCTC) to be implemented in spring 2019.

Chair Fultz called for a vote.

VOTE: The motion was approved unanimously.

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science (AAS) in Air Conditioning Technology for Gateway Community and Technical College (GCTC) to be implemented in fall 2018.

Chair Fultz asked Dr. Ferguson to introduce GCTC President/CEO Fernando Figueroa to discuss the need for this program. Dr. Figueroa also introduced Vice President of Academic Affairs Dr. Teri Vonhandorf and Professor, Program Coordinator for Air Conditioning Technology Mr. Ric Bowen.

Dr. Figueroa noted that the Air Conditioning Technology pathway will lead students to the completion of an Associate in Applied Science (AAS) degree. Course selection must result in the completion of required general education courses, technical core classes, and approved electives. Gateway currently offers the courses needed for the Air Conditioning Technology diploma and certificate completions and most of the general education courses can be earned completely online.
Dr. Vonhandorf shared that GCTC has received support from the Heating, Ventilating, and Air Conditioning (HVAC) industry representatives for the various stackable credentials currently offered in the Air Conditioning Technology program. The partnerships with regional businesses will be strengthened through expanded experiential learning relationships and advisory board partnerships for the new degree program.

Mr. Bowen noted that according to the current Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, employment of heating, air conditioning, and refrigeration (HVACR) mechanics and installers is projected to grow 15 percent from 2016-26, much faster than the average for all occupations. The growing emphasis on energy efficiency and pollution reduction is likely to increase the demand for HVACR technicians as climate-control systems are retrofitted, upgraded, or replaced entirely.

Dr. Vonhandorf shared that GCTC currently has the resources needed to sustain this degree pathway. Qualified faculty are in place to provide the necessary advising and instruction for the current Air Conditioning Technology diploma and certificate programs. The additional courses necessary for the AAS degree are taught at the college as part of the current General Occupational/Technical Studies (GOTS) degree program.

Dr. Ferguson recommended the program.

Chair Fultz called for discussion, there being none, and she called for the motion.

MOTION: Mr. Peeples moved and Ms. Thompson seconded that the Academic Affairs and Curriculum Committee recommend that the Board of Regents approve an Associate in Applied Science (AAS) in Air Conditioning Technology for Gateway Community and Technical College (GCTC) to be implemented in fall 2018.

Chair Fultz called for a vote.

VOTE: The motion was approved unanimously.

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science (AAS) in Computerized Manufacturing & Machining (CMM) Technology for Gateway Community and Technical College (GCTC) to be implemented in fall 2018.

Dr. Figueroa introduced Vice President of Academic Affairs Dr. Teri Vonhandorf, Program Coordinator, Computer Manufacturing and Machining Mr. Dee Wright, and Associate Professor, Dean of Automotive and Manufacturing Technology Mr. Sam Collier to assist with the presentation.
Dr. Figueroa noted that GCTC has received support from Computerized Manufacturing & Machining (CMM) industry representatives for the various stackable credentials currently offered in the CMM program. The partnerships with regional businesses will be strengthened through expanded experiential learning relationships and advisory board partnerships for the new degree program.

Dr. Vonhandorf shared that the CMM pathway will lead students to the completion of an Associate in Applied Science (AAS) degree. Course selection must result in the completion of required general education courses, technical core classes, and approved electives. Gateway will offer all of the courses needed for degree completion and most of the general education courses can be earned completely online.

Mr. Wright noted that graduates would be employed as computer-operated machinists who work on metal and plastic. The Northern Kentucky Local Workforce Area Occupation Outlook to 2024 states, Manufacturing, Technical Trades will need 184 employees a year. A significant portion of growth is in programs offered within the manufacturing disciplines at GCTC and will be essential in the CMM program.

Mr. Collier shared that GCTC currently has the resources needed to sustain this degree pathway. Qualified faculty are already in place providing the necessary advising and instruction for the current CMM diploma and certificate programs. The additional courses necessary for the AAS degree are taught at the college as part of the current General Occupational/Technical Studies (GOTS) degree program.

Dr. Ferguson recommended the program.

Chair Fultz called for discussion, there being none, and she called for the motion.

MOTION: Mr. Smith moved and Ms. Thompson seconded that the Academic Affairs and Curriculum Committee recommend that the Board of Regents approve an Associate in Applied Science (AAS) in Computerized Manufacturing & Machining (CMM) Technology for Gateway Community and Technical College (GCTC) to be implemented in fall 2018.

Chair Fultz called for a vote.

VOTE: The motion was approved unanimously.
RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science (AAS) in Health Science Technology for Gateway Community and Technical College (GCTC) to be implemented in fall 2018.

Dr. Figueroa introduced Vice President of Academic Affairs Dr. Teri Vonhandorf and Associate Professor, Dean of Health Professions Ms. Amber Carter to assist with the presentation.

Dr. Figueroa noted that the Health Science Technology (HST) program is a comprehensive, customizable, and fluid educational pathway that is relevant and responsive to the dynamic needs of the region. Specifically, it ensures programming that produces career-ready graduates that meet workforce needs, including both technical and soft skills. It also increases direct involvement of local employers to ensure relevancy and responsiveness to regional needs. Laboratory, clinical, and internship hours are essential to the skill development of students in the program.

Dr. Vonhandorf shared that the HST pathway will lead students to the completion of an Associate in Applied Science (AAS) degree to augment certificates earned in Allied Health-related curricula. Course selection must result in the completion of required general education courses, technical core classes, and a minimum of three approved certificates. Gateway will offer all of the courses needed for degree completion and most of the general education courses can be earned completely online.

Ms. Carter noted that the need for healthcare workers that can work as interdisciplinary team members is critical for filling contemporary healthcare employment needs, particularly in rural health care settings. The Northern Kentucky Local Workforce Area Occupation Outlook to 2024 states, “The highest growth rates among occupational groups are likely to be Healthcare Support Occupations (36.45 percent) followed by Healthcare Practitioners and Technical Occupations (26.5 percent).” A significant portion of the growth is in programs offered within the healthcare disciplines at Gateway and will be essential in the HST program, including Nursing Aides, Paramedics, Phlebotomist, and similar occupations.

Dr. Vonhandorf shared that GCTC currently has most of the resources needed to launch and sustain this degree pathway. Qualified faculty are in place to provide the necessary advising and instruction for the program. The only potential additional expense is for the program coordinator.

Dr. Ferguson recommended the program.

Chair Fultz called for discussion, there being none, and she called for the motion.
MOTION: Ms. Thompson moved and Dr. Fletcher seconded that the Academic Affairs and Curriculum Committee recommend that the Board of Regents approve an Associate in Applied Science (AAS) in Health Science Technology for Gateway Community and Technical College (GCTC) to be implemented in fall 2018.

Chair Fultz called for a vote.

VOTE: The motion was approved unanimously.

RECOMMENDATION: That the Board of Regents approve a Pharmacy Technician II Diploma in Pharmacy Technology for West Kentucky Community and Technical College (WKCTC) to be implemented in spring 2019.

Chair Fultz asked Dr. Ferguson to introduce WKCTC President/CEO Anton Reece to discuss the need for this program. Dr. Reece also introduced Vice President of Academic Affairs Dr. David Heflin and Program Coordinator of the Pharmacy Technology Program Ms. Melissa Burgess.

Dr. Reece noted the Diploma in Pharmacy Technology supports economic development by providing access to a high-quality career and technical program that will prepare workers to have the skills necessary to meet the workforce needs of pharmacies and hospitals in the college service area. The program works with community pharmacies and agencies to provide the trained workforce necessary to meet upcoming regulatory changes and the new role of the pharmacies in direct patient care.

Dr. Heflin shared the demand for pharmacy technicians is expected to grow due to legislation that is currently being discussed involving changes in the requirements to sit for the Pharmacy Technician Certification Board (PTCB) exam. When this legislation goes into effect all exam candidates must graduate from an accredited pharmacy technician program at the diploma level. This new legislation will serve to drive an increased need for pharmacy technician programs and graduates.

Ms. Burgess noted that the Occupational Outlook Handbook indicates that employment for pharmacy technicians is expected to grow 12 percent from 2016 to 2026. This is faster than the average for all occupations. The median pay in 2016 was $30,920.

Dr. Heflin shared that the costs for the Pharmacy Technician II diploma program at WKCTC will include one full time faculty and part time faculty, equipment and supplies, as well as accreditation fees. The college will increase funding to provide additional part time faculty, additional funding for program materials and accreditation fees. Perkins funding will assist the college with expanding and enhancing the Pharmacy Technician program.
Dr. Ferguson recommended the program.

Chair Fultz called for discussion, there being none, and she called for the motion.

MOTION: Mr. Smith moved and Mr. Peeples seconded that the Academic Affairs and Curriculum Committee recommend that the Board of Regents approve a Pharmacy Technician II Diploma in Pharmacy Technology for West Kentucky Community and Technical College (WKCTC) to be implemented in spring 2019.

Chair Fultz called for a vote.

VOTE: The motion was approved unanimously.

Chair Fultz called on KCTCS Vice President Gloria McCall to provide the update.

Dr. McCall shared the following:

**Project Go: A Safety Net for Student Success**

*Addressing Food and Housing Insecurities*

According to the Wisconsin HOPE Lab, more than 50 percent of community college students nationwide do not have access to healthy and affordable foods. Campus hunger is a significant factor behind inequality in college completion rates.

- Maslow’s hierarchy of needs suggest that a person’s basic needs must be met before reaching self-fulfillment.
- Research has shown that student success is impeded when their most basic needs of food and housing are not met first.
- Students who struggle with food and housing insecurity often live in circumstances that are not conducive to success in college.
- 18.8 percent of Kentucky’s population live at or below the poverty level as compared to 15.4 percent nationally
- If we consider the Appalachian region the poverty rate jumps up dramatically to 25.2 percent.

Housing insecurity includes a broader set of challenges such as the inability to pay rent or utilities or the need to move frequently. All of these challenges affect students, and the results this year suggest that it is more common to endure them during college than to have all of one’s needs met.

*KCTCS Project Go* was designed to connect independent, high need and high-risk students with additional external and internal resources in order to reduce financial barriers to college completion. The System Office proposes to provide each college with seed funding to develop and or expand current services to
include a fully operationally resource center on campus that provides the likes of a food pantry, clothing closet, infant resources, and/or connections with local social services in the communities.

**OnRamp Project**
In December 2017, an organizational meeting led by President Box and the Vice President of Skills-U (Kentucky Adult Education) of the Council on Postsecondary Education (CPE) met with personnel from both offices and agreed that a partnership endeavor would benefit both organizations to yield increased outcomes for the adult population and the economy overall. At this meeting, the “OnRamp Project” was launched with the goal of assisting Kentucky adults in obtaining their GED at the same time complete a short-term technical credential in one of the state’s five primary workforce sectors (advanced manufacturing, business and IT, construction, healthcare and transportation and logistics), so that they can become gainfully employed in a shorter timeframe. A draft framework narrative, glossary and job description for the partnership were created. A subgroup with representation from KCTCS and Skills U developed a process map to guide the process and partnership. An overview of the ONRAMP Project was presented and endorsed by the President’s Leadership Team at the April meeting. Meetings between KCTCS and Skills U to implement the initiative have begun.

**Blackboard Student Services**
KCTCS’s contract for the Blackboard Student Services Call Center and Blackboard Learning Management System (LMS) expires June 30, 2018. President Box appointed an Ad Hoc team to research other solutions and provide options to the PLT for consideration. At the President’s Leadership Team meeting in April 2018, the college presidents voted to renew the Blackboard contract and recommended to President Box that KCTCS should continue the partnership with Blackboard with the following commitments:

- A 7-year commitment for Blackboard Student Services Call Center and Recruitment/Enrollment Services and;
- A 5-year commitment for Blackboard E-Learn Learning Management System (LMS).

Contract negotiations are underway.

**Academic Advising, Career and Job Placement**
An Operations Team comprised of representatives from each college examined the current state of KCTCS academic advising and career and job placement, as well as advanced exemplary models and best practices for these services. The Team addressed and investigated three areas:

- Advising model encompassing career development and job placement.
- Professional Development/Training.
- Technology.
A redesign integrated model for Academic Advising, Career and Job Placement accompanied by a position paper to guide this project was recommended to the PLT.

In May 2018, the KCTCS Advising Academy was held to provide training on a variety of technologies that will assist students, advisors, and career services staff to become more integrated thus creating retention and completion pathways for students intended educational and career goals. The outcome of the Academy required each college to create a plan of action of redesigning academic advising, career services, and job placement at their local college by the end of the 2018 fall term.

**Financial Aid**
The Centralized Processing Center (CPC) completed its first full year processing cycle with great results. As of fall 2017, the CPC was able to complete the student financial aid verification process for over 15K students’ systemwide as compared to the 10,939 verifications completed by the colleges for the same time last year. This is an increase of 4,209 verifications, a 38 percent increase in the number of verification processing.

Overall, CPC has completed over 30,000 verifications to date. Verification processing for the 2018-19 academic year is well underway and the team has completed in excess 3,500 verifications. The CPC assumed responsibility for processing Return to Title IV calculations (R2T4) in the fall of 2017. The team has successfully completed over 10,800 individual calculations as of June 2018.

**Diversity Update**
The college diversity plans, approved by CPE, are well underway. CPE has begun its first assessment report which will assess performances for 2017-18. The assessment process is now comprised of quantitative and qualitative components and will be due to CPE by March 1, 2019.

The evaluation process will emphasize and reward progress as opposed to taking a punitive “all or nothing” approach to determine eligibility to offer new academic programs.

A new focus will be placed on the implementation of best practices, the campus climate, and the intentionality of institutional efforts, in addition to actual goal achievement to determine continuing eligibility for new programs. CPE will also be sensitive to the specific circumstances at each campus and state and national trends in assessing performance. This approach also allows colleges to explain any shortcomings in meeting numeric targets.

To assist colleges in writing comprehensive narratives, the System Office formalized and disseminated a set of support mechanisms to aid colleges. The support includes resources from CPE as well as guidance about how to engage college strategy owners and respond to writing prompts. The development of
comprehensive narratives may ensure more colleges are eligible to offer new academic programs. The supports were rolled out to colleges in May 2018.

**Online Diversity Conference**
KCTCS hosted the first online Diversity Conference in April 2018. Over two hundred individuals from all 16 colleges and the System Office registered for the conference. The foci of the conference was to:

- Increase college awareness of the Statewide Policy for Diversity, Equity and Inclusion, college diversity plan implementation.
- Enhance cultural competence and the use of culturally responsive pedagogy as part of lifting student persistence and graduation of traditionally underserved students.

The presentation given on Student Services at the Academic Affairs and Curriculum Committee is available at:

https://publicsearch.kctcs.edu/board/Pages/201806.aspx

**NEXT MEETING**
Chair Fultz announced that the next regularly scheduled meeting of the KCTCS Board of Regents Academic Affairs and Curriculum Committee is for December 6, 2018 at the KCTCS System Office, Versailles, Kentucky.

**ADJOURNMENT**
Mr. Smith moved and Mr. Peeples seconded that the Academic Affairs and Curriculum Committee meeting adjourn.

VOTE: The motion was approved unanimously, and the meeting adjourned at 3:08 p.m. (ET).

09/13/18
Date Approved by the Academic Affairs and Curriculum Committee

Angela Fultz
Committee Chair