

**MINUTES**  
**KCTCS Board of Regents**  
**Academic Affairs and Curriculum Committee Meeting**  
**June 8, 2017**

**Committee Members Present:**

Dr. Angela Fultz, Committee Chair  
Dr. Gail R. Henson, Committee Vice Chair  
Mr. Montre'ale L. Jones

Ms. Mary R. Kinney  
Mr. James Lee Stevens  
Ms. Tammy C. Thompson

**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 2:12 p.m. (ET) on June 8, 2017. The meeting was held in Room 331 of the Alton E. Blakley Academic/Technical Building of Somerset Community College in Somerset, Kentucky. Chair Fultz announced that the press was notified of the meeting on May 31, 2017.

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

**APPROVAL OF MINUTES**

Chair Fultz asked if there were any corrections to the March 9, 2017, minutes presented in the meeting materials. There being none, the minutes were declared approved as presented.

**ADDITIONS OR CHANGES TO THE AGENDA**

Chair Fultz asked for any changes to the agenda. KCTCS Chancellor Rhonda Tracy asked to move the Madisonville Community College program proposals to the front of the agenda due to their CEO/President's schedule conflict. There was no objection, therefore the agenda items, Action: Associate in Applied Science in Agricultural Technology for Madisonville Community College and Action: Associate in Applied Science in Electrical Technology for Madisonville Community College, was moved to the front of the agenda.

**ACTION: NEW PROGRAM PROPOSALS—ASSOCIATE IN APPLIED SCIENCE (AAS) IN AGRICULTURAL TECHNOLOGY FOR MADISONVILLE COMMUNITY COLLEGE**

Chair Fultz called on Dr. Tracy to present the program proposal agenda items. Dr. Tracy noted that the total number of programs approved since 1998 is 4,363. The total number of programs deactivated is 1,347.

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science (AAS) in Agricultural Technology with tracks in Agricultural Technology and Sustainable Agriculture, a Diploma in Agricultural Technology, and certificates in Agricultural Technician and Sustainable Agriculture for Madisonville Community College (MCC) to be implemented in fall 2017.

Chair Fultz asked Dr. Tracy to introduce MCC President/CEO Cindy Kelley to discuss the need for this program. Dr. Kelley also introduced Chief Academic Affairs Officer Debbie Cox and Applied Technology Division Chair Matt Luckett.

Dr. Kelley noted that graduates of the Agriculture Technology program could expect jobs within commercial farming, farm supply, implement companies, landscaping, and the United States Department of Agriculture (USDA) serving the district. The employment outlook is also strong for the Commonwealth and nation.

Dr. Cox shared that MCC conducted an employer survey of 38 businesses within the service area. Seventeen responded that they have a need for employees with the Agriculture Technology AAS degree. Altogether, these employers reported a need of 133-148 new hires over the next five years. The starting annual salary ranges from \$20,000 to \$45,000.

Dr. Cox also shared that MCC has a great transfer program set-up with Murray State University in the Agriculture field.

Dr. Kelley noted that through reallocation of an existing salary line and the use of gift funds those items would cover the needs of the program. Most peripheral needs are already covered through existing services. Most of the needs for the program will be met through existing funding. MCC had an agriculture program previously, and some of that inventory will be repurposed.

Chancellor Tracy recommended the program.

Chair Fultz called for discussion.

During discussion, it was noted that local high schools had agricultural programs and that MCC reached out to those schools to help develop this program.

**MOTION:** Dr. Henson moved and Mr. Jones seconded that the Academic Affairs and Curriculum Committee recommend that the KCTCS Board of Regents approve an Associate in Applied Science (AAS) in Agricultural Technology with tracks in Agricultural Technology and Sustainable Agriculture, a Diploma in Agricultural Technology, and certificates in Agricultural Technician and Sustainable Agriculture for Madisonville Community College (MCC) to be implemented in fall 2017.

Chair Fultz called for a vote.

**VOTE:** The motion was approved unanimously.

**ACTION: NEW PROGRAM PROPOSALS—ASSOCIATE IN APPLIED SCIENCE (AAS) IN ELECTRICAL TECHNOLOGY FOR MADISONVILLE COMMUNITY COLLEGE**

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science (AAS) in Electrical Technology with tracks in Construction Electrician, a Diploma in Construction Electrician, certificates in Electrical Construction, Electrician Trainee Level I, Electrician Trainee Level II, Residential Electricity Level I, and Residential Electricity Level II for Madisonville Community College (MCC) to be implemented in fall 2017.

Chair Fultz asked Dr. Tracy to introduce this agenda item. Dr. Tracy asked Dr. Kelley to discuss the need for this program.

Dr. Kelley noted that this program would prepare students to become commercial or residential electricians. She also noted that the Kentucky Futures Skills Report showed job openings over the next five years in Western Kentucky to be many and the median income wage is \$54,144 a year.

Dr. Cox shared that in the Commonwealth of Kentucky, an individual must have eight years of verifiable experience before being allowed to sit for the Master Electrician licensure exam. Under an agreement with the Kentucky Department of Housing, Building, and Construction, the KCTCS Electrical Technology AAS will be accepted as fulfilling three of those years of experience, leaving only five years' experience before licensure eligibility.

Dr. Cox also shared that most residential and commercial electricians are self-employed. They work on their own and typically do not hire additional electricians for their businesses. The MCC employer survey results reflect the reality of program graduates creating their own jobs through entrepreneurship. Students who pursue the Electrical Technology program will also be well qualified for future employment in the construction industry.

Dr. Kelley noted that through reallocation of an existing salary line and the use of gift funds those items would cover the needs of the program. Most peripheral needs are already covered through existing services. Most of the needs for the program will be met through existing funding. MCC had an electrical program previously, and some of that inventory will be repurposed.

Chancellor Tracy recommended the program.

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

MOTION: Dr. Henson moved and Ms. Kinney seconded that the Academic Affairs and Curriculum Committee recommend that the KCTCS Board of Regents approve an Associate in Applied Science (AAS) in Electrical Technology with tracks in Construction Electrician, a Diploma in Construction Electrician, certificates in Electrical Construction, Electrician Trainee Level I, Electrician Trainee Level II, Residential Electricity Level I, and Residential Electricity Level II for Madisonville Community College (MCC) to be implemented in fall 2017.

Chair Fultz called for a vote.

VOTE: The motion was approved unanimously.

**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 Chancellor Rhonda Tracy to provide additional information related to the recommendation. Dr. Tracy 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: Dr. Henson moved and Ms. Thompson 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.

**ACTION: KCTCS  
COLLEGES’  
CANDIDATES FOR  
CREDENTIALS**

RECOMMENDATION: That the KCTCS Board of Regents approve the awarding of KCTCS college candidates for degrees and diplomas and ratify certificates as presented in the supplemental booklet, *KCTCS Candidates for Credentials January 10, 2017 through April 10, 2017*, 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. Tracy to present the candidates for credentials. Dr. Tracy noted that for the period of January 10, 2017 through April 10, 2017, there were 17,392 credential requests (11,185 of which are unduplicated), including 11,057 certificates; 1,225 diplomas; 1,636 associate in arts; 1,211 associate in science; 2,761 associate in applied science, and 15 associate in fine arts.

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

MOTION: Dr. Henson moved and Ms. Thompson seconded that the Academic Affairs and Curriculum Committee recommend that the KCTCS Board of Regents approve the awarding of KCTCS college candidates for degrees and diplomas and ratify certificates as presented in the supplemental booklet, *KCTCS Candidates for Credentials January 10, 2017 through April 10, 2017*, 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.

**ACTION: KCTCS  
COLLEGE  
CANDIDATE FOR  
CREDENTIAL -  
STUDENT REGENT  
ELLEN R. BRADEN**

RECOMMENDATION: That the KCTCS Board of Regents approve the awarding of an Associate in Arts degree to Ms. Ellen Braden, Owensboro Community and Technical College, as presented in the supplemental booklet, *KCTCS Candidates for Credentials*, with the credentials to be awarded to Ms. Braden 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 Braden has requested a credential award for an Associate in Arts to be awarded spring 2017.

Chair Fultz called for a motion.

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

Chair Fultz called for a vote.

VOTE: The motion was approved unanimously.

**ACTION: KCTCS  
COLLEGE  
CANDIDATE FOR  
CREDENTIAL -  
STUDENT REGENT  
MONTRE'ALE L.  
JONES**

RECOMMENDATION: That the KCTCS Board of Regents approve the awarding of an Associate in Arts degree, an Associate in Science degree, and a Computer Assisted Drafter Technician certificate to Mr. Montre'ale Jones, Hopkinsville Community College, as presented in the supplemental booklet, *KCTCS Candidates for Credentials*, with the credentials to be awarded to Mr. Jones 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 Jones has requested three credential awards for an Associate in Arts, Associate in Science, and a certificate to be awarded spring 2017.

Chair Fultz called for a motion.

MOTION: Dr. Henson moved and Ms. Kinney seconded that the Academic Affairs and Curriculum Committee recommend that the KCTCS Board of Regents approve the awarding of an Associate in Arts degree, an Associate in Science degree, and a Computer Assisted Drafter Technician certificate to Mr. Montre'ale Jones, Hopkinsville Community College, as presented in the supplemental booklet, *KCTCS Candidates for Credentials*, with the credentials to be awarded to Mr. Jones upon certification that the respective requirements have been satisfactorily completed.

Chair Fultz called for a vote.

VOTE: The motion was approved unanimously.

**ACTION: NEW PROGRAM PROPOSALS—ASSOCIATE IN APPLIED SCIENCE (AAS) IN DIAGNOSTIC MEDICAL SONOGRAPHY FOR ELIZABETHTOWN COMMUNITY AND TECHNICAL COLLEGE**

Chair Fultz called on Dr. Tracy to present the remaining program proposal agenda items.

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science (AAS) in Diagnostic Medical Sonography(DMS) with tracks in General/Vascular Sonography, General Sonography, Vascular Sonography, and Cardiac Sonography for Elizabethtown Community and Technical College (ECTC) to be implemented in spring 2018.

Chair Fultz asked Dr. Tracy to introduce ECTC President/CEO Juston Pate to discuss the need for this program. Dr. Pate also introduced Provost and Chief Academic Officer Tiffany Evans and Division Chair of Biological Sciences, Nursing and Allied Health Tiffany McFalls-Smith.

Dr. Pate noted that ECTC was approached by the Chief Radiologist of HMH (Hardin Memorial Health), the largest hospital in the ECTC service region, regarding the need for providing a steady stream of a qualified DMS graduates. He also shared that with the closure of the Sonography programs at St. Catherine's College and Jefferson Community and Technical College it has created a reduction in the number of entry-level sonographers in the ECTC service region, just as demand for sonographers has increased.

Dr. Evans noted that workforce demand data for Kentucky indicates that there are 60 annual openings for diagnostic medical sonographers and 70 annual openings for cardiovascular technologists due to job growth and replacements. The 2015 median wage for diagnostic medical sonographers in Kentucky was \$63,630.

Dr. Pate shared that ECTC has determined that costs for the Diagnostic Medical Sonography program will include faculty salaries, equipment, supplies, and accreditation fees. ECTC is working with HMH to obtain access to clinic equipment no cost. A program coordinator, clinical coordinator, and instructor will be needed to offer all four programmatic tracks.

Chancellor Tracy recommended the program.

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

MOTION: Ms. Kinney moved and Mr. Jones seconded that the Academic Affairs and Curriculum Committee recommend that the KCTCS Board of Regents approve an Associate in Applied Science (AAS) in Diagnostic Medical Sonography(DMS) with tracks in General/Vascular Sonography, General Sonography, Vascular Sonography, and Cardiac Sonography for Elizabethtown Community and Technical College (ECTC) to be implemented in spring 2018.

Chair Fultz called for a vote.

VOTE: The motion was approved unanimously.

**ACTION: NEW PROGRAM PROPOSALS- ASSOCIATE IN APPLIED SCIENCE (AAS) IN HEALTH SCIENCE FOR ELIZABETHTOWN COMMUNITY AND TECHNICAL COLLEGE**

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science (AAS) in Health Science Technology (HST) for Elizabethtown Community and Technical College (ECTC) to be implemented in fall 2017.

Chair Fultz asked Dr. Tracy to introduce this agenda item. Dr. Tracy asked Dr. Pate to discuss the need for this program.

Dr. Pate noted that the HST program will provide students with an alternative to waiting for program admission and will provide an increase in the number of high-quality degrees and credentials that support gainful employment.

Dr. Evans shared that the HST pathway will lead students to the completion of an 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. ECTC's Elizabethtown Campus will offer all of the courses needed for degree completion, and some of the certificates can be earned completely online.

Ms. Tiffany McFalls-Smith noted that the construction of this degree, as well as its planned distribution should assist traditionally underserved populations in attaining the degree. Additionally, dual credit partnerships will be further developed with area technology centers and high schools to facilitate seamless transition between high school and college health science pathways.

Dr. Pate noted that ECTC has determined that costs for this degree is the salary of a program coordinator. Increases in enrollment could increase the amount of consumable supplies needed in the certificate programs as well as necessitate additional adjunct faculty. However, those costs would be more than offset by the tuition generated under the increase in enrollment.

Chancellor Tracy recommended the program.

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

MOTION: Dr. Henson moved and Ms. Kinney seconded that the Academic Affairs and Curriculum Committee recommend that the KCTCS Board of Regents approve an Associate in Applied Science (AAS) in Health Science Technology (HST) for Elizabethtown Community and Technical College (ECTC) to be implemented in fall 2017.

Chair Fultz called for a vote.

VOTE: The motion was approved unanimously.

**ACTION: NEW  
PROGRAM  
PROPOSALS–  
DIPLOMA IN  
HEALTHCARE  
FACILITY  
LEADERSHIP FOR  
OWENSBORO  
COMMUNITY AND  
TECHNICAL  
COLLEGE**

RECOMMENDATION: That the Board of Regents approve a Diploma in Healthcare Facility Leadership (HFL), and a certificate in Healthcare Facilities Foundations for Owensboro Community and Technical College (OCTC) to be implemented in fall 2017.

Dr. Tracy to introduce OCTC President/CEO Scott Williams to discuss the need for this program. Dr. Williams also introduced Chief Academic Affairs Officer Mike Rodgers, Dean of Academic Affairs Stacy Edd-Ellis, Department Chair of Business, Allied Health, and Public Services Kathy Hoffman, and Instructor in Medical Technology Robin Clark.

Dr. Williams shared that OCTC implemented the AAS in Healthcare Facilities Leadership (HFL) in 2014, the first program in this field established nationally for the education of healthcare facilities engineering professionals. After implementation of the HFL AAS, healthcare industry leaders recognized two additional needs, one for healthcare facilities technicians, and a second for professional development opportunities for healthcare facilities industry employees seeking career advancement.

Mr. Rodgers noted that HFL students receive an education in office and hospital procedures, client relations and communications, public speaking, construction, infection control, maintenance operations, and codes and compliance. He also shared that by offering the Healthcare Facilities Leadership diploma and the Healthcare Facilities Foundation certificate as stackable, online credentials in the Healthcare Facilities Leadership program, OCTC will advance its effort to help address key and growing workforce shortages in the service area and nationally.

Dr. Ellis noted that the Bureau of Labor Statistics estimates an approximate 12 percent national growth in healthcare support personnel by 2024. The *Kentucky Occupational Outlook to 2024*, (Kentucky Education and Workforce Development Cabinet, June 2015) projects the healthcare support industry to be the fastest growing occupational group in Kentucky with a 38.2 percent increase in employment from 2014-24 with the addition of 3,357 jobs.

Dr. Williams shared that OCTC has the facilities, equipment, and support services available for the Healthcare Facilities Foundation Certificate and the Healthcare Facilities Leadership Diploma. Facility resources will be at a minimum as both the diploma and certificate are stackable credentials embedded in the AAS in Healthcare Facilities Leadership program, which is an online program.

Chancellor Tracy recommended the program.

Chair Fultz called for a motion.

MOTION: Dr. Henson moved and Ms. Thompson seconded that the Academic Affairs and Curriculum Committee recommend that the KCTCS Board of Regents approve a Diploma in Healthcare Facility Leadership (HFL) and a certificate in Healthcare Facilities Foundations for Owensboro Community and Technical College (OCTC) to be implemented in fall 2017.

Chair Fultz called for a vote.

VOTE: The motion was approved unanimously.

**ACTION: NEW  
PROGRAM  
PROPOSALS—  
ASSOCIATE IN  
APPLIED SCIENCE  
(AAS) AND  
DIPLOMA IN  
MEDICAL  
ASSISTING FOR  
OWENSBORO  
COMMUNITY AND  
TECHNICAL  
COLLEGE**

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science (AAS) and Diploma in Medical Assisting, and certificates in Medical Office Insurance Billing and Coding, Medical Office Administrative Assistant, and Phlebotomist, for Owensboro Community and Technical College (OCTC) to be implemented in fall 2017.

Chair Fultz asked Dr. Tracy to introduce this agenda item. Dr. Tracy asked Dr. Williams to discuss the need for this program.

Dr. Williams noted that The *Green River Area Occupational Outlook to 2020* ranks medical assistants in the top 25 fastest growing occupations in the Green River Area Development District, which includes OCTC's service area. According to their data, *Green River Area Occupational Outlook to 2020* projects at least 68 new medical assistants will be needed by 2020.

Dr. Ellis shared that further supporting the growing need for certified medical assistants is the Centers for Medicare and Medicaid Services (CMS) ruling that "credentialed medical assistants" (as well as licensed health care professionals) would be permitted—as specifically directed by the overseeing healthcare

provider—to enter medication, radiology, and laboratory orders into the Computerized Provider Order Entry (CPOE) system. This requirement went into effect January 1, 2013, and is making a significant impact on the need to hire credentialed, certified medical assistants.

Mr. Rodgers shared that Owensboro Health, the largest employer in the region with more than 3,900 employees, began a \$65 million construction project on three new state-of-the-art One Healthplex outpatient facilities in 2016. This project, scheduled for completion in December 2017, will offer primary and urgent care, specialty services, outpatient testing, patient education and wellness care. At any given time, Owensboro Health has 10-12 open positions for medical assistants. With the three new Healthplex facilities opening in late 2017, that number will more than double.

Dr. Williams noted that OCTC has the facilities and support services available for the Medical Assisting program. The classrooms, both lecture and clinical, will utilize space located on the Downtown campus. Likewise, the program director will utilize an office next to the classrooms at the Downtown campus. The Downtown campus was selected as a prime location for Medical Assisting program as it is a hub for workforce training, and it has a fully equipped Certified Nurse Assistant/phlebotomy laboratory that can be shared for instructional purposes. For program start-up, OCTC will seek Perkins funds to assist with the purchase of start-up equipment, instructional materials, and adjunct faculty salaries. OCTC will also be seeking KY TRAINS funding to support the program director's salary for the first year of the program.

Chancellor Tracy recommended the program.

Chair Fultz called for a motion.

**MOTION:** Dr. Henson moved and Mr. Jones seconded that the Academic Affairs and Curriculum Committee recommend that the KCTCS Board of Regents approve an Associate in Applied Science (AAS) and Diploma in Medical Assisting, and certificates in Medical Office Insurance Billing and Coding, Medical Office Administrative Assistant, and Phlebotomist, for Owensboro Community and Technical College (OCTC) to be implemented in fall 2017.

Chair Fultz called for a vote.

**VOTE:** The motion was approved unanimously.

**RECESS**

The Committee recessed at 3:26 p.m. (ET) and reconvened at 3:41 p.m. (ET).

**UPDATE: NEW  
KCTCS PROGRAM  
PROPOSAL  
PROCESS**

Chair Fultz called on Dr. Tracy to present the next three agenda item updates.

Dr. Tracy shared that she will present a PowerPoint presentation for all three updates.

Dr. Tracy noted that the KCTCS Senate Council endorsed two recommendations to improve the efficiency of the new KCTCS program proposal process. Both recommendations involve streamlining the paperwork requirements for new program submission.

Dr. Tracy shared that the first recommendation approved is to use the Council on Postsecondary Education's (CPE's) Kentucky Postsecondary Program Proposal System (KPPPS) template for Board of Regents new program approval when the college is adding a credential (AAS or diploma) for a currently existing program at the college, or one that already exists in the current KCTCS program inventory.

The second recommendation is that the budget spreadsheet for the CPE's KPPS and the budget spreadsheet for the New Program Proposal should be identical, using the CPE spreadsheets as the template.

The presentation given on KCTCS Program Proposal Process at the Academic Affairs and Curriculum Committee is available at:

<https://publicsearch.kctcs.edu/board/Pages/201706.aspx>

**UPDATE:  
ECONOMIC AND  
WORKFORCE  
DEVELOPMENT**

Dr. Tracy continued with the presentation to present this item.

Dr. Tracy noted that since fiscal year 2000-01, KCTCS has supported and funded workforce development training. As of April 26, 2017, 25 career pathway projects, 11 academic program development projects, and 1,914 business and industry training projects have been funded. These projects have provided training and assessment services for 252,310 participants.

From July 1, 2016, through November 3, 2016, KCTCS colleges awarded 23,129 hours of academic credit to 15,127 individuals and provided non-credit training for 16,984 individuals for 198,257 clock hours through workforce development training projects.

For fiscal year 2016-17 KCTCS has funded 93 business and industry training projects through April 26, 2017; the average wage for these is \$26.68.

The presentation given on Economic and Workforce Development at the Academic Affairs and Curriculum Committee is available at:

<https://publicsearch.kctcs.edu/board/Pages/201706.aspx>

**UPDATE:  
ACCREDITATION**

Dr. Tracy continued with the presentation to present this item.

Dr. Tracy noted that KCTCS is a system of 16 independently accredited institutions that received their accreditation from the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC).

Dr. Tracy shared that accreditation is typically for a 10-year period with a report due during the fifth year of the cycle. SACSCOC may also ask a college to submit a monitoring report or a follow-up report related to a specific SACSCOC requirement during the cycle.

Dr. Tracy noted that SACSCOC has made proposed changes to their *Principles of Accreditation*. Select member institutions are scheduled to vote on the proposed changes at the annual SACSCOC meeting held in December 2017.

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

<https://publicsearch.kctcs.edu/board/Pages/201706.aspx>

**UPDATE: STUDENT  
SERVICES**

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

Dr. McCall shared the following:

**KCTCS Diversity Planning Update**

- The new *Policy for Diversity, Equity, and Inclusion* approved in July of 2016, required each college to develop Diversity Plans to meet the goals and metrics required by KCTCS and aligned with CPE.
- In April, cross-functional teams from all colleges participated in the CPE Diversity Plan Review meeting. The colleges received feedback reports from the review session. The feedback reports identified strengths and areas for improvements. Each college will update and or revise their final plans for submission by the end of June. The BOR will endorse the colleges' diversity plan at its September meeting.

**Gender Neutrality**

- President Box established an Ad Hoc team in December 2015 to research legal, registrar, restroom/facilities, and other cross-sectional issues in order to take a proactive approach to the current issues related to Gender Neutrality. The recommendations to be implemented at all colleges include:
  - Conduct Campus Climate Survey that includes questions about Gender Neutrality.
  - Follow best practices and provide Gender Neutral Restroom options.
  - Implement a Safe Spaces Program and related professional development.

**Super Someday: Preparing for the Future**

- The Super Someday initiative replaced Super Sunday. Super Someday focus is to strengthen college and career readiness of students from traditionally underserved populations. The new approach will continue to facilitate student access through the continuation of college and career fairs providing students and their families' admissions, financial aid information and other resources.

**Financial Aid Centralized Processing Center (CPC)**

- KCTCS successfully launched the first phase of the Regent Education Software in November of 2016. Phase II Implementation began in January with discovery and planning requirements. Other accomplishments that support the centralization, standardization and enhancement of systemwide financial aid operations are:
  - Development of an annual Operational Calendar
  - Updated Return to Title IV (R2T4) Procedure Manual
  - Creation of a CPC Training and Standard Operating Procedure Manual
  - Generated of over 51,000 Early Estimated Financial Aid Awards in support of Strategic Enrollment Management.

**Career Development/Job Placement Centers' Services**

- KCTCS and the Commissioner of the Workforce Innovation Board engaged in a collaborative partnership to provide Kentucky Career Services Focus Suites software as a service to KCTCS colleges. The software allows users to (1) conduct a job search (create or upload a resume, search for jobs with recommendations based upon your resume, or search without a resume); or (2) explore careers and education (explore career and internship options, research programs of study, a career, or an employer). The software is very intuitive and offers suggestions on resume completion and suggestions on the best jobs available with a rating scale to see how each job fits with the user's skills.
- The Focus Career/Focus Explorer campaign began in April for current and former students via a new link on KCTCS.EDU for each college's career services webpage. Data collected from each college (from April – May) yielded the following:
  - Number of students served – 10,975
  - Students Completing Interest Inventories – 6,684
  - Number of Resumes Completed -3,902
  - Number of Resumes Posted – 2,133
  - Phase II of Focus Career will allow prospective students to investigate employment opportunities and view KCTCS colleges' programs of study that provide training for employment requiring a certificate, diploma, degree, or a transfer degree. Phase II is anticipated to launch in fall 2017.

Chair Fultz called for discussion.

During discussion, the committee asked for a future update on express enrollment.

**DRAFT**

***NEXT MEETING***

Chair Fultz announced that the next regularly scheduled meeting of the KCTCS Board of Regents Academic Affairs and Curriculum Committee is for September 14, 2017 at Madisonville Community College, Madisonville, Kentucky.

***ADJOURNMENT***

Mr. Stevens moved and Mr. Jones seconded that the Academic Affairs and Curriculum Committee meeting adjourn.

VOTE: The motion was approved unanimously, and the meeting adjourned at 4:36 p.m. (ET).

*09/14/17*

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Date Approved by the Academic Affairs and Curriculum Committee

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Angela Fultz  
Committee Chair