

**MINUTES**  
**KCTCS Board of Regents**  
**Academic Affairs and Curriculum Committee Meeting**  
**September 14, 2017**

**Committee Members Present:**

Dr. Angela Fultz, Committee Chair	Mr. Ricky Lee Smith
Mr. Porter G. Peeples, Sr., Committee Vice Chair	Mr. James Lee Stevens
Ms. Karen A. Finan	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 2:14 p.m. (CT) on September 14, 2017. The meeting was held in Room 309 of the John H. Gray Building at Madisonville Community College in Madisonville, Kentucky. Chair Fultz announced that the press was notified of the meeting on September 6, 2017.

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

**WELCOME OF NEW COMMITTEE MEMBERS**

Chair Fultz extended a welcome on behalf of the Academic Affairs, and Curriculum Committee to Ms. Karen Finan, as a newly assigned committee member who was recently appointed to the Board. She welcomed Mr. Porter G. Peeples, Sr., as a newly assigned committee member who previously served on the Finance, Technology, and Human Resources Committee. Chair Fultz welcomed Mr. Ric Smith, as a newly assigned committee member. Mr. Smith is one of the newly elected student representatives from Gateway Community and Technical College to the Board.

**APPROVAL OF MINUTES**

Chair Fultz asked if there were any corrections to the June 8, 2017, 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 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: Ms. Finan 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.

**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 April 11, 2017 through July 17, 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 *April 11, 2017 through July 17, 2017*, there were 6,966 credential requests (4,622 of which are unduplicated), including 4,656 certificates; 338 diplomas; 718 associate in arts; 490 associate in science; 763 associate in applied science, and 1 associate in fine arts.

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

MOTION: Mr. Stevens moved and Mr. Peoples 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 the awarding of KCTCS college candidates for degrees and diplomas and ratify certificates as presented in the supplemental booklet, *KCTCS Candidates for Credentials April 11, 2017 through July 17, 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:  
RESOLUTION TO  
ENDORSE BEYOND  
THE NUMBERS:  
KCTCS 2016-22  
DIVERSITY ACTION  
PLAN**

RECOMMENDATION: That the KCTCS Board of Regents adopt the Resolution to Endorse *Beyond the Numbers, KCTCS 2016-22 Diversity Action Plan* (Attachment A). *Beyond the Numbers* is the guiding force to: (1) inform the pursuit of significant improvements in student success for all students; particularly those who are traditionally underserved and (2) help support the development of inclusive and diverse campus environments.

Chair Fultz called on KCTCS Vice President Gloria McCall to provide additional information related to the recommendation.

Dr. McCall shared that in 1998 the first KCTCS Board of Regents resolved to “embrace and value diversity” in its broadest sense. In March 2008, KCTCS initiated an inclusive planning process that involved the collection and analysis of qualitative and quantitative data that would result in the development of the system’s first diversity plan.

On September 15, 2011, the KCTCS Board of Regents adopted *KCTCS Beyond the Numbers: 2010-16 Diversity Action Plan for Inclusion, Engagement, and Equity (IE<sup>2</sup>)*. The final plan, comprised of 16 college plans, aligned with the KCTCS strategic plan and met the requirements of the *Kentucky Public Education Diversity Policy and Framework for Institution Diversity Plan Development*.

On September 23, 2016, the CPE approved the *Kentucky Public Postsecondary Education Policy for Diversity, Equity, and Inclusion (Policy)*, which requires each public postsecondary institution to develop and submit a diversity plan endorsed by the institution’s Board of Regents. Each institution’s plan must include targets, goals, and strategies that address the following focus areas: (1) opportunity, (2) success, and (3) impact.

Dr. McCall shared that at the December 2, 2016, KCTCS Board of Regents meeting, the KCTCS Board of Regents Academic Affairs Committee was updated about CPE’s adoption of the *Policy* as well as the status of KCTCS college diversity planning efforts. During this overview, it was noted that the intent of CPE’s diversity policy is to increase student success for all diverse students with a particular emphasis on underrepresented minority students as well as those from low socioeconomic backgrounds.

The *2016-22 KCTCS Beyond the Numbers Diversity Plan* aligns with CPE’s *Policy* and the *KCTCS 2016-22 Strategic Plan*. *Beyond the Numbers* is a compilation of individual plans from each of the 16 KCTCS colleges.

Dr. McCall shared with the Committee that the 16 college diversity plans are available at:

[https://systemoffice.kctcs.edu/student\\_services/cultural\\_diversity/college\\_diversity\\_plans.aspx](https://systemoffice.kctcs.edu/student_services/cultural_diversity/college_diversity_plans.aspx)

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

MOTION: Ms. Thompson moved and Mr. Peeples seconded that the Academic Affairs and Curriculum Committee recommend that the KCTCS Board of Regents adopt the Resolution to Endorse *Beyond the Numbers, KCTCS 2016-22 Diversity Action Plan* (Attachment A). *Beyond the Numbers* is the guiding force to: (1) inform the pursuit of significant improvements in student success for all students; particularly those who are traditionally underserved and (2) help support the development of inclusive and diverse campus environments.

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 HAZARD COMMUNITY AND TECHNICAL 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 4,431. The total number of programs deactivated is 1,437.

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science (AAS), a Diploma in Medical Assisting, and certificates in Medical Office Insurance Billing and Coding, Medical Office Administrative Assistant, and Electrocardiograph Technician for Hazard Community and Technical College (HCTC) to be implemented in fall 2018.

Chair Fultz asked Dr. Tracy to introduce HCTC President/CEO Jennifer Lindon to discuss the need for this program. Dr. Lindon also introduced Interim Provost and Vice President of Academic and Student Services Germaine Shaffer and Dean of Allied Health Paul Currie.

Dr. Lindon noted that the Medical Assisting Program at HCTC will prepare graduates for work in physician offices, outpatient clinics, and other ambulatory health care facilities. Graduates will be prepared to take the certification examination of the Registered Medical Assistant through American Medical Technologists.

Dr. Currie noted that national standards will require Medical Assistants to sit for the national registry and to have graduated from an accredited program. This allows community colleges to align with the workforce needs in the industry.

Ms. Shaffer shared that according to the Kentucky Labor Market Information (KYLMI) system, Medical Assisting has a nationally bright outlook in terms of employment. The KYLMI reports that there is an expected increase of 24 percent for jobs for Medical Assistants from 2014-2024. According to Kentucky Workforce and Education Statistics, there are over 200 medical assisting positions within 50 miles of the college.

Dr. Lindon noted that the general education courses needed for the AAS in Medical Assisting Degree program are currently offered at HCTC. The program will be housed in currently existing classroom and laboratory space. Any additional faculty and equipment required by the program will be purchased using Perkins Grant, institutional funds and generated tuition dollars.

Chancellor Tracy recommended the program.

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

MOTION: Ms. Thompson moved and Mr. Peeples seconded that the Academic Affairs and Curriculum Committee recommend that the KCTCS Board of Regents approve an Associate in Applied Science (AAS), a Diploma in Medical Assisting, and certificates in Medical Office Insurance Billing and Coding, Medical Office Administrative Assistant, and Electrocardiograph Technician for Hazard Community and Technical College (HCTC) to be implemented in fall 2018.

Chair Fultz called for a vote.

VOTE: The motion was approved unanimously.

**ACTION: NEW PROGRAM PROPOSALS– AAS IN AUTOMOTIVE TECHNOLOGY GATEWAY COMMUNITY AND TECHNICAL COLLEGE**

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science (AAS) in Automotive Technology with tracks in Automotive Technician and Automotive Parts/Service Writer for Gateway Community and Technical College (GCTC) to be implemented in spring 2018.

Chair Fultz asked Dr. Tracy to introduce GCTC President/CEO Fernando Figueroa to discuss the need for this program. Dr. Figueroa also introduced Vice President of Academic Affairs Teri VonHandorf, Dean of Transportation Technologies Sam Collier, and Dean of Manufacturing and Engineering Technology Dee Wright.

Dr. Figueroa shared that the emphasis of this program at GCTC will be automotive repair; students educated in the Automotive Technology program will possess a skill set that will prepare them to enter most any facet of the automotive repair sector. Therefore, graduates will have access to multiple pathways previously unavailable.

Dr. VonHandorf noted that entering high school students who have participated in industrial maintenance, welding, or other technical programs will be well

positioned to enter the Automotive Technology program. Additionally, the program will provide previously unavailable pathways to non-traditional students.

Mr. Collier shared that the number of vehicles in use continues to rise, and the need for more entry-level service technicians, to perform basic maintenance and repair, such as replacing brake pads and changing oil, will increase. Reports from some employers' state difficulty-finding workers with the right skills and education. Of these workers, those who have completed formal postsecondary training programs or achieved ASE certification should enjoy the best job prospects.

Dr. Figueroa noted that GCTC already has a state-of-the art automotive technologies facility, industry standard equipment, credentialed faculty, a program coordinator and students support services in the Automotive Technology program. The credentials in the current Automotive Technology program include the diploma and certificates. The courses required to round out the diploma to an AAS Degree are general education course, which Gateway currently offers, in the face-to-face, hybrid and online formats. No additional funding would be required.

Chancellor Tracy recommended the program.

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

MOTION: Ms. Finan moved and Mr. Peeples seconded that the Academic Affairs and Curriculum Committee recommend that the KCTCS Board of Regents approve an Associate in Applied Science (AAS) in Automotive Technology with tracks in Automotive Technician and Automotive Parts/Service Writer for Gateway Community and Technical College (GCTC) 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 DIESEL  
TECHNOLOGY  
FOR GATEWAY  
COMMUNITY AND  
TECHNICAL  
COLLEGE**

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 Gateway Community and Technical College (GCTC) to be implemented in spring 2018.

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

Dr. Figueroa shared that Gateway Community and Technical College already has a state-of-the art automotive technologies facility, industry standard equipment, credentialed faculty, a program coordinator and students support services in the Diesel Technology program. The credentials in the current Diesel Technology

program includes the diploma and certificates. The courses required to round out the diploma to an AAS Degree are general education courses, which Gateway currently offers, in the face-to-face, hybrid and online formats. No additional funding would be required.

Dr. VonHandorf noted that entering high school students who have participated in industrial maintenance, welding, or other technical programs will be well positioned to enter the Diesel Technology program, just like the Automotive Technology Program. Additionally, the program will provide previously unavailable pathways to non-traditional students.

Mr. Collier shared that upon receiving an AAS in Diesel Technology from Gateway, graduates will be prepared for a job as an entry-level diesel repair technician in any of the various dealerships and independent repair facilities in Gateway’s service area. Additional jobs associated with the Diesel Technology program could include, but are not limited to, maintenance of ground equipment for airport and construction equipment repair.

Chancellor Tracy recommended the program.

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

MOTION: Mr. Stevens moved and Mr. Smith seconded that the Academic Affairs and Curriculum Committee recommend that the KCTCS Board of Regents approve an Associate in Applied Science (AAS) in Diesel Technology with a track in Medium and Heavy Truck Technician for Gateway Community and Technical College (GCTC) 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 WELDING TECHNOLOGY FOR GATEWAY COMMUNITY AND TECHNICAL COLLEGE**

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

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

Dr. Figueroa noted that GCTC gathered input from the GCTC Welding Advisory Committee and that input has resulted in the program expanding certificate offerings to include Pipeline Welder and AWS National Skills Standards Level 1 to meet local industry needs.

Dr. VonHandorf shared that there is no duplication of programming in welding in the Northern Kentucky Region. Without an AAS program at GCTC, students would need to travel 70 miles south to Bluegrass Community and Technical

College or 80 miles southwest of Jefferson Community and Technical College to enroll in an AAS Welding Program.

Mr. Wright noted that according to the Kentucky Occupational Outlook to 2024 jobs for welders, cutters, solders and braziers will increase by 12.9 percent between 2014 - 24. The pay was \$18.29 per hour in 2015 with estimated annual openings of 379. According to the Program Coordinator, members of the Welding Advisory Council confirm the need for skilled workers to fill the many high-wage jobs in this highly technical field.

Dr. Figueroa shared that GCTC already has a state-of-the art welding facility; industry standard equipment, credentialed faculty, a program coordinator and students support services in the Welding Technology program. The credentials in the current Welding Technology program includes the diploma and certificates. The courses required to round out the diploma to an AAS Degree are general education courses, which Gateway currently offers in the face-to-face, hybrid and online formats. No additional funding would be required.

Chancellor Tracy recommended the program.

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

MOTION: Mr. Smith moved and Mr. Peebles seconded that the Academic Affairs and Curriculum Committee recommend that the KCTCS Board of Regents approve an Associate in Applied Science (AAS) in Welding Technology for Gateway Community and Technical College (GCTC) to be implemented in spring 2018.

Chair Fultz called for a vote.

VOTE: The motion was approved unanimously.

Chair Fultz called on Dr. Tracy to present this update.

Dr. Tracy explained to the committee that a suspended program is defined by the Kentucky Council on Postsecondary Education (CPE) as an academic program that no longer accepts new students as of a specified date but allows current or previously accepted students to complete the program. The program can be re-opened within five years without going through the new academic program approval process. After five years, if the program has not been re-opened, it is considered a closed program.

Dr. Tracy noted that program proposals to add new programs may be presented at any quarterly KCTCS Board of Regents meeting. Deactivated credentials are credentials that have been deactivated but may include a teach-out for any credential and for tracks of the program within the credential level.

**UPDATE:  
PROGRAM  
SUSPENSIONS**



Dr. Tracy shared that program suspensions are programs that have been officially removed from the CPE Program Inventory and include all credential levels of a program and for all tracks within the credential level.

Dr. Tracy noted that during the spring of 2017, CPE requested a review and update of each KCTCS college's program inventory. This review led to additional suspensions related to clean up of duplicated programs and out-of-date curriculum.

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

<https://publicsearch.kctcs.edu/board/Pages/201709.aspx>

**UPDATE: CAREER  
PATHWAYS  
REPORT**

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

Dr. Tracy and Dr. McCall noted that the Chancellor's Office and Student Services have worked together to identify the major touchpoints for students as they move through the educational pipeline. Specifically, the process was reviewed in three distinct continuums:

- How students enter: The entry process for dual credit has been improved and a dual credit implementation guide for KCTCS has been developed and circulated.
- How students' progress through the pipeline:
  - KDE and KCTCS career pathways have been aligned with a common template.
  - Secondary faculty met with KCTCS faculty to design, define, and implement career pathways.
  - There is continued work on pathway programs for implementation in advanced manufacturing, construction trades, healthcare, and information technology.
  - Aligned pathway programs with job forecasts for Kentucky by region and institution have been developed.
  - There is continued creation of pathways with four-year institutions for sector-targeted transfer opportunities.
- How students are supported:
  - Wrap around services – virtual and in-person
  - Student support services
  - Starfish and Radius software
  - Extra curricula activities
  - Academic and Career Advising
  - Job placement services
  - Tutoring and supplement instruction

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

<https://publicsearch.kctcs.edu/board/Pages/201709.aspx>

**UPDATE: SOFT SKILLS INFUSION INTO KCTCS CURRICULUM**

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

Dr. Tracy noted that due to the emphasis on soft skills by business and industry and the need to ensure graduates acquire these skills, KCTCS colleges have engaged in a curriculum infusion project to incorporate soft skills into certain components of the curriculum.

KCTCS continues to infuse soft skills into the curriculum of its major programs. The strategies and best practices for soft skills infusion include the following: a) targeting selected general education courses for infusing soft skills into the curriculum; b) identifying a software solution to target soft skills that can be used across programs and across credential levels; and c) supporting colleges that have developed their own soft skills programs that are specific to their communities and their regional needs.

The presentation given on Soft Skills Infusion Into KCTCS Curriculum at the Academic Affairs and Curriculum Committee is available at:

<https://publicsearch.kctcs.edu/board/Pages/201709.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 November 30, 2017 at the KCTCS System Office, Versailles, Kentucky.

**ADJOURNMENT**

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

VOTE: The motion was approved unanimously, and the meeting adjourned at 3:20 p.m. (CT).

11/30/17

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Date Approved by the Academic Affairs and Curriculum Committee

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Angela Fultz  
Committee Chair



**Kentucky Community and Technical College System  
Board of Regents**

***Resolution to Endorse Beyond the Numbers KCTCS 2016-22 Diversity Action Plan***

**WHEREAS**, the mission of the Kentucky Community and Technical College System is to enhance the employability and quality of life of all Kentuckians as enacted in the *Kentucky Postsecondary Education Improvement Act of 1997* (House Bill 1); and

**WHEREAS**, in 1998, the Kentucky Community and Technical College System Board of Regents adopted a resolution embracing and valuing diversity in its broadest sense as evidenced by the policies developed and implemented for the System; and

**WHEREAS**, the Kentucky Community and Technical College System Board of Regents approved the *KCTCS Strategic Plan 2016-22*, which includes the goal: *Increase access and success for all KCTCS students, particularly among traditionally underserved populations*; and

**WHEREAS**, KCTCS leaders supported cross-functional teams of college administrators, faculty, staff, and students from the KCTCS colleges in an inclusive planning process to produce research based plans that proactively create working and learning environments that support academic success; and

**WHEREAS**, all college diversity plans, which comprise *KCTCS Beyond the Numbers Diversity Action Plan* to meet requirements, set forth in the Council on Postsecondary Education's *Kentucky Public Postsecondary Education Policy for Diversity, Equity, and Inclusion*, related scoring rubrics and Kentucky Administrative Regulations.

Now, **THEREFORE**, be it resolved that the Kentucky Community and Technical College System Board of Regents endorses *Beyond the Numbers KCTCS 2016-22 Diversity Action Plan*, as the guiding force to: (1) inform the pursuit of significant improvements in student success for all students, particularly those who are traditionally underserved and (2) help support the development of inclusive and diverse campus environments.

**ADOPTED** this fifteenth day of September 2017.

**ATTEST:**

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Marcia L. Roth, Chair  
KCTCS Board of Regents

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Tammy L. Thompson, Secretary  
KCTCS Board of Regents

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Jay K. Box, Ed.D.  
KCTCS President

