

Minutes
Kentucky Community and Technical College System
Board of Regents
Academic Affairs and Curriculum Committee Meeting
December 5, 2019

Committee Members Present:

- Mr. James Lee Stevens, Committee Chair
- Ms. Mary R. Kinney, Committee Vice Chair
- Dr. Wendy J. Fletcher
- Mr. Christopher J. Girdler
- Mr. Jonathan K. McDermott

Committee Members Absent:

- Ms. Marcia L. Roth

Call to Order:

Academic Affairs and Curriculum Committee Chair James Lee Stevens called to order the meeting of the Kentucky Community and Technical College System Board of Regents Academic Affairs and Curriculum Committee at 1:21 p.m. (ET) on December 5, 2019. The meeting was held in Room 102 A of the KCTCS System Office, Versailles. The press was notified of the meeting on November 27, 2019.

There being a quorum present, the meeting began.

Welcome New Committee Members:

Chair Stevens extended a welcome on behalf of the Academic Affairs and Curriculum Committee to Mr. Christopher Girdler. He was unable to attend the meeting in September.

Approval of Minutes:

Chair Stevens asked if there were any corrections to the September 19, 2019, 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 Stevens called on KCTCS Chancellor Kris Williams to provide additional information related to the recommendation. Dr. Williams 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 Stevens called for discussion, there being none, and he called for the motion.

MOTION: Dr. Fletcher moved, and Ms. Kinney 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 Stevens called for a vote.

VOTE: The motion was approved unanimously.

Chair Stevens moved to the next agenda item.

Action: KCTCS Colleges' Candidates for Credentials

RECOMMENDATION: 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 July 18, 2019-October 2, 2019*, with the credentials (degrees, diplomas, and certificates) to be awarded to the candidates upon certification that the requirements have been satisfactorily completed.

Chair Stevens called on Dr. Gloria McCall, KCTCS Vice President, to present the candidates for credentials. Dr. McCall noted that for the period of July 18, 2019 through October 2, 2019, there were 9,221 credential requests (6,203 of which are unduplicated), including 6,387 certificates; 422 diplomas; 865 associate in arts; 562 associate in science; 977 associate in applied science; and 8 associate in fine arts.

Chair Stevens called for discussion, there being none, he called for the motion.

MOTION: Mr. McDermott moved and Ms. Kinney 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 July 18, 2019-October 2, 2019*, with the credentials (degrees, diplomas, and certificates) to be awarded to the candidates upon certification that the requirements have been satisfactorily completed.

Chair Stevens called for a vote.

VOTE: The motion was approved unanimously.

Chair Stevens moved to the next agenda item.

Action: New Program Proposals

AAS in Welding and Diploma in Combination Welder for Hopkinsville Community College

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science (AAS) in Welding Technology, a Diploma in Combination Welder, and certificates in Gas Metal Arc Welder, Gas Tungsten Arc Welder, Shielded Metal Arc Welder, and Welding Automation for Hopkinsville Community College (HCC) to be implemented in fall 2020.

Chair Stevens asked Dr. Williams to introduce HCC President/CEO Dr. Alissa Young to discuss the need for this program. Dr. Young also introduced Interim Chief Academic Officer Mr. James Hunter, and Diesel Technology and Welding Coordinator Mr. Jacob Dougherty.

Dr. Young noted the college's welding facility is inadequate to allow for further expansion of this program. However, the building is undergoing a major reconstruction funded by a Work Ready Kentucky grant awarded jointly to the Christian County Public School system and HCC. Additional welding booths along with classroom space are incorporated in the plans.

Mr. Hunter shared the renovation will allow the college's Workforce Solutions department more flexibility in scheduling accelerated classes to serve transitioning soldiers. In addition, courses offered during the regular 16-week semester can be expanded to serve the HOPFAME cohort along with students enrolled in other programs such as Diesel Technology and Agriculture in which welding skills are desired. HCC has moved beyond the Hopkinsville campus to offer dual credit welding courses at the Todd County Advanced Manufacturing Technology Center (TCAMTC). Nearly 40 welding certificates were awarded to 19 dual credit students last year at Todd County. The addition of the diploma and degree along with other certificates would allow these students additional welding training before transitioning to the workplace.

Dr. Young noted that no new welding faculty are anticipated, so salary costs are fixed. Supply costs are high for welding courses, but the generated revenue is anticipated to sufficiently cover both salary and supply expenditures.

Mr. Dougherty shared the current HCC welding program, long constrained by inadequate physical facilities, finds itself in a promising situation. The renovated welding building will allow for a much-expanded program offering students multiple credential opportunities in welding.

Dr. Williams recommended the program.

Chair Stevens called for discussion, there being none, and he called for the motion.

MOTION: Mr. Girdler 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 Welding Technology, a Diploma in Combination Welder, and certificates in Gas Metal Arc Welder, Gas Tungsten Arc Welder, Shielded Metal Arc Welder, and Welding Automation for Hopkinsville Community College (HCC) to be implemented in fall 2020.

Chair Stevens called for a vote.

VOTE: The motion was approved unanimously.

Chair Stevens moved to the next agenda item.

AAS in Massage Therapy for Hazard Community and Technical College

RECOMMENDATION: The Board of Regents approve an Associate in Applied Science (AAS) in Massage Therapy and a Massage Therapy certificate for Hazard Community and Technical College (HCTC) to be implemented in Fall 2020.

Chair Stevens asked Dr. Williams to introduce HCTC President/CEO Dr. Jennifer Lindon to discuss the need for this program. Dr. Lindon also introduced Chief Academic Officer Dr. Sandra Kiddo, and Dean of the School of Health and Human Services Dr. Paul Currie.

Dr. Lindon noted the Associate in Applied Science in Massage Therapy Technology Degree program prepares students to provide therapeutic massages to promote the health and well-being of patients in a variety of medical settings. The addition of the Massage Therapy Technology degree to the existing programs at HCTC will serve to attract those interested in Massage Therapy and function in partnerships with existing community medical organizations and initiatives. Graduates will be able to find employment in hospitals, doctors' offices and other clinical settings, and local spas.

Dr. Kiddo shared that according to the Kentucky Labor Market Information (KYLMI) system, Massage Therapy has a nationally bright outlook in terms of employment. The KYLMI reports that there is an expected increase of 28.6 percent for jobs for Massage Therapists from 2014-2024. Graduates will be prepared to take the certification examinations of the Massage and Bodywork Licensing Examination (MBLEx) administered by the Federation of State Massage Therapy Boards (FSMTB), and Voluntary Certifications offered by National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

Dr. Currie noted that there is a high incidence of drug use in the service area, specifically related to opioid use. Massage Therapy helps lessen the need for chemical pain management and increasing the capacity for massage therapy may help lessen the opioid epidemic in eastern Kentucky.

Dr. Lindon shared that 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.

Dr. Williams recommended the program.

Chair Stevens called for discussion.

During discussion, Dr. Lindon and her staff shared information on clinical sites that will be needed to implement the program.

Chair Stevens called for a motion.

MOTION: Ms. Kinney moved, and Mr. McDermott seconded that the Academic Affairs and Curriculum Committee recommend that the Board of Regents approve an Associate in Applied Science (AAS) in Massage Therapy and a Massage Therapy certificate for Hazard Community and Technical College (HCTC) to be implemented in Fall 2020.

Chair Stevens called for a vote.

VOTE: The motion was approved unanimously.

Chair Stevens moved to the next agenda item.

Update: Student Services Report

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

Dr. McCall presented a PowerPoint and shared the following:

Program Participation Agreement Update

Participation in the federal financial aid programs requires institutions to submit a Program Participation Agreement (PPA) to the U.S. Department of Education. The PPA establishes the conditions with which institutions must comply to participate in federal financial aid programs. Every 4-6 years, institutions must resubmit the PPA for continued participation.

The U.S. Department of Education recently re-certified Big Sandy Community and Technical College, Southcentral Kentucky Community and Technical College, and Jefferson Community and Technical College to participate in the federal financial aid program. It is important to note that prior to recertification, these institutions were on provisional status by the Department of Education due to high cohort default rates and/or other issues. Though provisional status has no impact on daily financial aid operations, it does elevate the scrutiny used to evaluate the institutions' request for re-certification.

Student Loan Cohort Default Rate

In collaboration with our default prevention partners, KCTCS achieved a 4.5 percent decrease in the overall default rate to a historic low of 20.6 percent for the 2016 cohort. Efforts to move the system's overall default rate below President Box's goal of 18.5 percent will continue. According to the table below, 15 colleges experienced a decrease in their default rate for 2016, while Hazard Community and Technical College experienced a 0.1% increase.

Historically, community colleges struggle with student loan default rates given the open enrollment mission. Community colleges serve a student population that is often underprepared for college work in addition to other factors that can impede student success.

Central Processing Center

The Financial Aid Central Processing Center (CPC) is responsible for processing verification of selected student financial aid records and for completing the Return to Title IV (R2T4) calculations when students withdraw from classes. Since Fall 2016, the CPC, completed:

- 55,000+ verifications of student financial aid records
- 20,000+ R2T4 Calculations

These centralized efforts ensure higher levels of customer service as well as a consistent experience for students across all KCTCS colleges.

Implementing Signal Vine: A Two-Way Text Messaging Platform

KCTCS is partnering with Signal Vine to implement two-way student text messaging capabilities. The initial implementation of text messaging is tentatively set for Spring 2020 and will focus on the following areas: Admission, Financial Aid, and Advising.

During September and October 2019, Signal Vine representatives visited all 16 colleges and the System Office. During these meetings, personnel were:

- Introduced to the Signal Vine platform and functionality
- Participated in formal and interactive training on core features and workflows.

Most importantly, college personnel provided operational details to help Signal Vine begin to determine the structure of the text messaging platform for their campuses. During this same period, college staff and faculty also participated in message workshops to learn the best practices associated with robust text messaging programs. These sessions were delivered to college personnel via Skype or other virtual technology. More than 150 college and system personnel participated.

Diversity Assessment Reports

On Monday, October 28, 2019, at its regular quarterly meeting, the CPE Committee on Equal Opportunities (CPE-CEO) unanimously approved diversity plan strategy revisions received from twelve KCTCS colleges. These revisions reflect lessons learned during the 2017-18 assessment process under the Kentucky Public Postsecondary Education Policy for Diversity, Equity and Inclusion. The approved revisions reflect the philosophy that college plans are *living* documents that must evolve to keep pace with emerging demands of closing achievement gaps for under-represented minority and low-income students.

During October and November 2019, the KCTCS Student Services division offered college personnel technical assistance through a series of regional workshops. The technical assistance focused on program assessment and expectations for report writing. Almost 100 staff and faculty from the colleges participated in the workshops. This assistance will strengthen the quality of college reports submitted to CPE on March 2, 2020.

KCTCS Student Leadership Academy

On October 18, 2019, KCTCS student participated in the third session of the KCTCS Student Leadership Academy (SLA). Students were led through exercises and discussions focused on personal values, decision making, goal setting, team building, and writing personal goals.

The academy is designed to train and prepare students to increase their leadership skillsets. Students participate in a series of professionally facilitated sessions. The sessions were co-facilitated by Dr. Jo Marshall, President Emeritus at Somerset Community College, and other select consultants.

Blackboard Student Services

As of November 1, 2019, the Blackboard Enrollment team has contacted 6,659 fall 2019 adult applicants over 25 years of age. Forty-one percent (or 2,726) of these students enrolled for fall 2019.

With a focus on continuous improvement, Blackboard worked with KCTCS to identify and address performance issues related to the use of technology and communications plans. These elements shape and inform the experience for adult students, many of whom require holistic advising and support to increase the likelihood of successful enrollment.

GED Plus

In collaboration with Kentucky Skills U (KYSU), KCTCS hosted a Strategic Implementation Session on October 01, 2019. The KCTCS President offered opening remarks along with the KY Skills U Executive Director, Reecie Stagnolia, and KY Education and Workforce Development Cabinet Secretary Derrick Ramsey. The event focused on the importance of collaboration between the two agencies and provided staff from KCTCS and KYSU opportunities to share best practices, participate in training and strengthen professional networks.

KCTCS and KYSU signed an MOU that allows for enhanced data sharing and collaboration between the two organizations. The MOU also defines a formal on-boarding process for new GED Plus students. This process provides student-facing KYSU and KCTCS staff a framework to jointly provide wrap-around advising which is critical for the success of the GED Plus student population.

Chair Stevens called for discussion.

During discussion, the Committee extended thanks to Vice President McCall and her staff for the work that has been done to drop the Student Loan Cohort Default Rate.

Chair Stevens called for additional discussion, there being none, he moved to announcing the next meeting.

Next Meeting:

The next regularly scheduled meeting of the KCTCS Board of Regents Academic Affairs and Curriculum Committee is for June 11, 2020, at the KCTCS System Office in Versailles.

Adjournment:

Mr. McDermott moved that the meeting adjourn. Mr. Girdler seconded the motion.

VOTE: The motion was approved unanimously, and the meeting adjourned at 2:53 p.m. (ET).

March 12, 2020

Date Approved by the
KCTCS Board of Regents
Finance, Technology, and Human Resources Committee

SIGNATURE ON FILE

James Lee Stevens, Committee Chair
KCTCS Board of Regents
Academic Affairs and Curriculum Committee