MINUTES
KCTCS Board of Regents
Academic Affairs and Curriculum Committee Meeting
June 13, 2019

Committee Members Present:

Dr. Angela Fultz, Committee Chair   Mr. James Lee Stevens
Ms. Karen A. Finan, Committee Vice Chair   Ms. Tammy C. Thompson
Mr. Marc J. Blunk

Committee Members Absent:

Mr. Damon V. Allen
Dr. Wendy Fletcher

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 1:22 p.m. (ET) on June 13, 2019. The meeting was held in Room 157 of the Health Sciences Hall at the Downtown Campus of Jefferson Community and Technical College. Chair Fultz announced that the press was notified of the meeting on June 5, 2019.
	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 14, 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 Fultz 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 Fultz called for discussion, there being none, and she called for the motion.

MOTION: Ms. Finan 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.

Chair Fultz moved to the next agenda item.

ACTION: KCTCS COLLEGES' CANDIDATES FOR CREDENTIALS

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, 2019 through April 10, 2019,* 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, 2019 through April 10, 2019, there were 16,668 credential requests (10,392 of which are unduplicated), including 10,276 certificates; 1,073 diplomas; 1,638 associate in arts; 1,111 associate in science; 2,528 associate in applied science; and 12 associate in fine arts.

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

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

MOTION: Mr. Blunk moved and Ms. Finan 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, 2019 through April 10, 2019,* 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.

Chair Fultz moved to the next agenda item.

ACTION: KCTCS COLLEGE CANDIDATE FOR CREDENTIAL - STUDENT REGENT MARC J. BLUNK

RECOMMENDATION: That the KCTCS Board of Regents approve the awarding of an Associate in Arts degree and a Hospitality Management certificate to Mr. Marc J. Blunk, Bluegrass Community and Technical College, as presented in the supplemental booklet, *KCTCS Candidates for Credentials*, with the credentials to be awarded to Mr. Blunk 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 Blunk has requested a credential award for an Associate in Arts degree and a Hospitality Management certificate to be awarded spring 2019.

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

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

Chair Fultz called for a vote.

VOTE: The motion was approved unanimously.

Chair Fultz moved to the next agenda item.

ACTION: NEW PROGRAM PROPOSALS– ASSOCIATE IN APPLIED SCIENCE (AAS) IN MARINE

Chair Fultz called on Dr. Williams to present the program proposal agenda item. Dr. Williams noted that the total number of programs approved since 1998 is 4,633. The total number of programs suspended is 1,420.

DRAFT

TECHNOLOGY FOR ASHLAND COMMUNITY AND TECHNICAL COLLEGE

RECOMMENDATION: The Board of Regents approve an Associate in Applied Science (AAS) in Marine Technology, with tracks in Marine Culinary Management, Marine Engineering, Marine Logistics Operations, and Wheelhouse Management and certificates in Marine Culinary, Marine Engineering, Marine Industry, and Marine Technology Business, for Ashland Community and Technical College (ACTC) to be implemented in fall 2019.

Chair Fultz asked Dr. Williams to introduce ACTC President/CEO Larry Ferguson to discuss the need for this program. Dr. Ferguson also introduced Mr. Steve Flouhouse, Interim Dean of Academic Affairs; Dean of Institutional, Planning, Research, and Effectiveness, to assist.

Dr. Ferguson shared that the Marine Technology curriculum is designed to provide a strong theoretical base for employees of the inland marine industry. The program introduces students to basic inland marine principles and concepts by applying contemporary skills in a variety of employment positions based on industry needs.

Dr. Ferguson noted that offering the Marine Technology degree stemmed from a direct request from Marathon Marine, a company located in Ashland, Kentucky. The City of Ashland is serviced by the Ohio and Big Sandy Rivers as well as the Port of Huntington Tri-State, an inland marine port that covers over a hundred miles within the Huntington-Ashland-Ironton tristate region.

Mr. Flouhouse noted that the costs associated with the Marine Technology program include faculty salaries, both full-time and part-time, instructional materials, and supplies. The initial start-up costs, including instructional materials and supplies, library resources, and salaries are estimated at approximately $65,000. First year costs will be supported by the general operating budget. Revenue generated by tuition will help offset program costs.

Dr. Ferguson shared that the proposed degree program is consistent with the strategic plans of ACTC, KCTCS, and CPE. The program curriculum has already been established and approved at another KCTCS institution. The need for this program is in direct response to Marathon Marine and their employment needs.

Dr. Williams recommended the program.

Chair Fultz called for discussion.

During discussion, it was noted that West Kentucky Community and Technical College also offers this degree. The Committee asked for periodic updates regarding this degree program.

Chair Fultz called for a motion.

MOTION: Ms. Finan moved and Mr. Stevens seconded that the Academic Affairs and Curriculum Committee recommend that the Board of Regents approve an Associate in Applied Science (AAS) in Marine Technology, with tracks in Marine Culinary Management, Marine Engineering, Marine Logistics Operations, and Wheelhouse Management and certificates in Marine Culinary, Marine Engineering, Marine Industry, and Marine Technology Business, for Ashland Community and Technical College (ACTC) to be implemented in fall 2019.

Chair Fultz called for a vote.

VOTE: The motion was approved unanimously.

Chair Fultz moved to the next agenda item.

AAS IN MANUFACTURING ENGINEERING TECHNOLOGY FOR HAZARD COMMUNITY AND TECHNICAL COLLEGE

RECOMMENDATION: The Board of Regents approve an Associate in Applied Science (AAS) in Manufacturing Engineering Technology for Hazard Community and Technical College (HCTC) to be implemented in fall 2019.

Chair Fultz asked Dr. Williams to introduce HCTC President/CEO Jennifer Lindon to discuss the need for this program. Dr. Lindon also introduced Chief Academic Officer Dr. Sandra Kiddoo, and Dean of Distance Learning Dr. Ella Strong.

Dr. Lindon shared that the technical competencies for the Manufacturing Engineering Technology (MET) program focus on courses that require students to understand and apply knowledge to the entire manufacturing process including product design, production, installation, and repair of equipment, quality control, and management. She noted the current estimated employment in Kentucky in for engineering technicians (industrial, mechanical and other) is 380 openings.

Dr. Kiddoo noted that potential student demand for the program includes individuals who need to be retrained from coal mining or other occupations and high school students. Surveys in the school districts indicated strong student demand for the MET program. Discussion with local economic development officials indicated several businesses desire to relocate to the service area, which would require workers to be trained in a variety of manufacturing fields, including engineering, machine tool and installation and repair.

Dr. Lindon shared that grant funds in the amount of $1,238,300 have been secured for the purchase of Manufacturing Engineering Technology equipment. This program will be offered at two campuses and the

equipment will be placed on both the Technical Campus and the Jackson Campus for the implementation of the program. Grant funds in the amount of $1,238,300 have been secured for the purchase of Manufacturing Engineering Technology equipment. This program will be offered at two campuses and the equipment will be placed on both the Technical Campus and the Jackson Campus for the implementation of the program.

Dr. Williams recommended the program.

Chair Fultz called for discussion.

During discussion, the Committee commended Dr. Lindon and her staff for securing grant money to implement the program.

Chair Fultz called for a motion.

MOTION: Mr. Blunk 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 Manufacturing Engineering Technology for Hazard Community and Technical College (HCTC) to be implemented in fall 2019.

Chair Fultz called for a vote.

VOTE: The motion was approved unanimously.

Chair Fultz moved to the next agenda item.

AAS IN UNMANED SYSTEMS TECHNOLOGY FOR HAZARD COMMUNITY AND TECHNICAL COLLEGE

RECOMMENDATION: The Board of Regents approve an Associate in Applied Science (AAS) in Unmanned Systems Technology for Hazard Community and Technical College (HCTC) to be implemented in fall 2019.

Dr. Williams asked HCTC President/CEO Jennifer Lindon to discuss the need for this program. Dr. Sandra Kiddoo and Dr. Ella Strong assisted with the presentation.

Dr. Lindon noted that the technical competencies for the Unmanned Systems Technology (UST) program focus on courses that require students to understand and apply knowledge to the entire unmanned systems process including mission planning, pre-post flight inspection, operation, fabrication, troubleshooting, and crew management in a variety of fields. The current estimated employment in Kentucky in for positions related to unmanned systems such as technicians, aerospace, and robotics is 226 openings.

Dr. Lindon shared that Indeed.com shows 795 direct unmanned systems positions, such as Drone Operator, Drone Videographer, Site Technician, UAS Test Operator, Flight Services Pilot, Agriculture Services Pilot, Solar Site Technician, Graphics Programmer, Drone Training Program Manager, UAS Specialist, Machine Control Specialist, Service Technician, at $35,000 or above (of these 349 positions are $50,000 or above) across the nation.

Dr. Strong noted that various businesses and employers in the service area have contacted HCTC including utility companies, surveyors, law enforcement agencies, and first responders, about the need for trained workers. Three businesses have already started in Perry County with direct relation to unmanned systems technology, and as they grow, there will be need for additional employment.

Dr. Lindon shared that the program will utilize existing faculty who have been certified in areas of unmanned systems. Additional part-time faculty have been identified for specific areas such as GIS and emergency management. The equipment required for hands on training has already been purchased through college and workforce funding. A request for an additional drone has been requested through 2019-20 Perkins funds.

Dr. Williams recommended the program.

Chair Fultz called for discussion.

During discussion, the Committee commended Dr. Lindon and Dr. Strong for the curriculum in developing this program.

Chair Fultz called for a motion.

MOTION: Ms. Finan moved, and Mr. Blunk seconded that the Academic Affairs and Curriculum Committee recommend that the Board of Regents approve an Associate in Applied Science (AAS) in Unmanned Systems Technology for Hazard Community and Technical College (HCTC) to be implemented in fall 2019.

Chair Fultz called for a vote.

VOTE: The motion was approved unanimously.

Chair Fultz moved to the next agenda item.

RECESS   The Committee recessed at 2:14 p.m. (ET) and reconvened at 2:24 p.m. (ET).

DRAFT

UPDATE: STUDENT SERVICES REPORT

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

Dr. McCall shared the following:

Behavioral Intervention Teams (BIT)

The roles and responsibilities of the recently created behavioral intervention teams (BIT) have been a major topic of concern for many colleges this year. At the February 2019 joint Academic Council and Student Affairs Council meeting, it was requested that the System Office develop a policy and procedure for BIT and a model plan that colleges could follow for consistency across the System. A cross-functional team comprised of representatives from Student Services, Office of General Counsel, Chancellor's Office, and Administrative Services worked together on developing these documents. This team has reviewed all current college plans, information shared by the University of Kentucky's Community of Concern Office, and other documentation to help guide the work of this team.

The following draft documents have been reviewed by the Student Affairs Council and other college representatives and feedback has been provided to the team. The final drafts include:
- KCTCS BIT Policy
- KCTCS Procedure for BIT, and
- A Threat Assessment Team framework of a Model Plan

At the March 27, 2019 PLT meeting, the draft proposals were presented and approved. Colleges were notified of these approvals and have begun working on creating or enhancing their local BIT plans.

KCTCS Student Leadership Academy

Colleges have identified students to attend the inaugural KCTCS Student Leadership Academy. Students must attend four quarterly day-long sessions at the System Office. The first session is scheduled for June. The academy's curriculum will be facilitated by Dr. Jo Marshall, President Emeritus, Somerset Community College, in coordination with System Office Vice President, Dr. Gloria McCall. Session topics include:
- What is leadership – philosophy, style, and role of a leader? Am I a leader? What is my leadership style? What or who has influenced my leadership style?
- Seven Habits of Highly Effective People
- How to develop and articulate a vision. Setting and measuring goals.
- The decision-making process. Team building. Resolving conflict. Empowering others to be leaders.

While colleges may select up to two students to attend the KCTCS Student Leadership Academy, one student from each college has been identified to participate in the election process for the Board Student Regents in August.

<u>Diversity Assessment Update</u>
In anticipation of reporting the final assessment scores for each KCTCS college at the September KCTCS Board of Regents meeting, the following information provides the KCTCS Board of Regents Academic Affairs and Curriculum Committee an update about the diversity assessment process, which determines institutional eligibility to offer new degree programs. According to KRS 164.020(20), colleges and universities must meet their equal opportunity goals. This regulation also grants the Council on Postsecondary (CPE) the authority to postpone college eligibility to offer new degree programs for institutions that fail to meet their equal opportunity goals. In addition, failure to meet diversity targets for underrepresented minorities, student retention, and graduation rates will negatively impact college performance funding.

Since 2016, all KCTCS colleges have met their equal opportunity goals and been eligible to offer new degree programs.

The evaluation process for goal achievement now includes a combined quantitative and qualitative approach. This new approach affords institutions the opportunity to explain mitigating circumstances numeric targets are not reached. In other words, CPE is interested in the implementation of best practices, campus climate, and the intentionality of college efforts *in addition to* actual achievement of quantitative targets to determine continuing eligibility for new academic degree programs. CPE created a scoring rubric that reflects the mixed methodology. KCTCS colleges can receive a maximum score of 34, with a minimum score of 22 required for new degree program eligibility.

On April 29, 2019, representatives from the System Office and all 16 colleges participated in the CPE Committee on Equal Opportunities (CPE-CEO) final assessment scoring session at Morehead State University. During the session, each college received a preliminary score as well as feedback in response to their assessment report submitted on March 1, 2019.
- Ten KCTCS colleges had assessment scores equal or greater than 22 points, which would deem them automatically eligible to offer new academic programs (Ashland, Bluegrass, Hazard, Henderson, Jefferson, Madisonville, Owensboro, Somerset, Southcentral, and West Kentucky).
- Six KCTCS colleges are currently ineligible to offer new academic programs as a result of scoring less than 22 points: Big Sandy, Elizabethtown, Gateway, Hopkinsville, Maysville, and Southeast.

CPE instituted an appeal process and all six colleges have revised their qualitative narratives and resubmit by June 3, 2019 for reconsideration by a CPE review team. CPE review teams are comprised of CPE council members, CPE staff, and members of the CPE-CEO.

The final scores that determine institutional eligibility to offer new degree programs for academic year 2019-20 will be presented to the CPE Council at its regular meeting on June 24-25, 2019 for discussion and action.

Disability Services Updates
In order to comply with federal mandates (The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973), colleges and universities that receive federal financial assistance must assure that the same educational programs and services offered to other students be available to students with disabilities. Students who self-identify, provide satisfactory documentation of a disability, and request reasonable accommodations are entitled to: access higher education, suppress disclosure of their disability with instructors, receive reasonable accommodations, appropriate academic adjustments or auxiliary aids, and services that enable full participation in and benefit from all educational programs and activities.

To aid in the disability services provided on KCTCS college campuses, KCTCS Student Services personnel collaborated with the KCTCS Office of the General Counsel to release the updated *KCTCS Administrative Policy 3.3.24 Live Animals on Campus.* The revised policy outlines guidance on the use of service animals on campus.

KCTCS Student Services personnel also finalized the *KCTCS Disability Services Handbook.* This handbook is a resource for existing employees and an on-boarding tool for new staff and faculty.

Financial Aid Quality Assurance/Internal Audit Initiative
With the responsibilities of both student financial aid verification and the Return to Title IV calculation processes, the System Office Financial Aid Department has assumed a significant amount of potential liabilities over the last two years. The Central Processing Center (CPC) performs in excess of 30,000 student file verifications, and over 10,000 return to Title IV calculations annually.

To achieve full compliance within federal requirements, and reduce and or eliminate liabilities, a robust Quality Assurance and Internal Audit program (QA) has been implemented. Implementation of this program will ensure greater accuracy of daily work, increased accountability, and

improved transparency. If deficiencies are identified, appropriate solutions will be developed and or secured and implemented.   Below are the objectives of the QA program:

- **Compliance:** Reviews of documentation related to the verification and Return to Title IV (R2T4) processes are performed to determine the accuracy of the work completed by the Central Processing Center. The goal is to prevent or reduce potential findings by the external auditors.
- **Process Improvement:** System Office Financial Aid leadership and the Internal Audit team review findings from the QA process on a monthly basis. Findings are classified as either human error or systemic, procedural, and appropriate fixes will be implemented to address deficiencies.
- **Reporting:** Monthly reports are produced, and shared with the Vice President of Student Affairs, summarizing any audit results, findings, and recommended solutions.

Financial Aid Implements a New Verification Solution
System Office Financial Aid launched the OnBase Verification solution software, which will provide a convenient workflow to route student documents to the appropriate staff for review. This software is integrated with PeopleSoft Campus Solutions in real-time to automate student to-do list items, communicate with the student, and help streamline the verification process.

The goal of this process is to provide greater ease for students going through the verification process. Students can complete the entire process from their home with 24/7 online access to forms, and up-to-the-minute to-do list items. This process will decrease verification-related foot traffic in local offices and give KCTCS staff more tools to effectively communicate to students about where they stand in the verification process.

Loan Letter
Last year, the Council on Postsecondary Education passed a resolution soliciting the public institutions of higher education to provide more transparency around student borrowing and student indebtedness in order to help students to make informed borrowing decisions. Institutions were challenged to provide a letter to borrowers that would detail borrowing levels, potential repayment, and payout amounts. In the 2019 spring term, the System Office of Financial Aid created and delivered over 20,000 of these notification letters to current year student loan borrowers.

Chair Fultz called for discussion.

During discussion, the Committee asked for an update regarding the Diversity Assessment at the December 5, 2019, meeting.

Chair Fultz called for additional discussion. There being none, she moved to announcing the next meeting.

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 13, 2019 at the KCTCS System Office, Versailles, Kentucky.

ADJOURNMENT   Mr. Stevens moved, and Mr. Blunk seconded that the Academic Affairs and Curriculum Committee meeting adjourn.

VOTE: The motion was approved unanimously, and the meeting adjourned at 2:44 p.m. (ET).

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9/19/19

Date Approved by the Academic Affairs
and Curriculum Committee

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James Lee Stevens
Committee Chair