I. Academic Affairs and Curriculum Committee
3:00 p.m. (ET)*, December 3, 2009
Conference Room 112
KCTCS System Office, Versailles, Kentucky

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Call to Order

Roll Call

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Next Meeting – March 11, 2010, KCTCS System Office, Versailles, Kentucky

Adjournment

*Start time will be upon conclusion of the preceding event.

** All items listed with two asterisks (**) are considered to be routine by the Board and will be
approved by one motion. An item may be removed from the consent agenda at the request of a regent.
Agenda items removed from the consent agenda will be discussed in their normal sequence at the full
Board of Regents meeting. Consent agenda items will be discussed separately during committee
meetings of the Board of Regents.
MINUTES
KCTCS Board of Regents
Academic Affairs and Curriculum Committee Meeting
September 24, 2009

Committee Members Present:
Mr. Michael D. Quillen, Committee Chair
Ms. Rhonda J. Arthur
Mr. Mark D. Brooks

Mr. Paul C. Callan, Jr.,
Gail R. Henson, Ph.D.
Porter G. Peeples, Sr.

Committee Member Absent:
Ms. Marcia L. Roth, Committee Vice Chair

CALL TO ORDER
Academic Affairs and Curriculum Committee Chair Quillen called to order the meeting of the Kentucky Community and Technical College System Board of Regents Academic Affairs and Curriculum Committee at 4:47 p.m. (ET), September 24, 2009. The meeting was held in Regency Room 1 of the Hyatt Regency Hotel in Lexington, Kentucky. Chair Quillen announced that the press was notified of the meeting on September 18, 2009.

There was a quorum present at the meeting.

APPROVAL OF MINUTES
MOTION: Mr. Brooks moved and Mr. Cecil seconded that the June 11, 2009, Academic Affairs and Curriculum Committee meeting minutes be approved.

VOTE: The motion was approved by unanimous consent.

ADDITIONS OR CHANGES TO THE AGENDA
Chair Quillen called for additions or changes to the agenda. Hearing none, the meeting continued with the next agenda item.

COMMITTEE ORIENTATION
Chair Quillen called on KCTCS Chancellor Jay Box to provide an overview of the Academic Affairs and Curriculum Committee’s responsibilities listed in KCTCS Board of Regents Bylaw 10.2.1. The Committee is responsible for setting policy related to educational and training offerings and student services under the auspices of KCTCS. Dr. Box provided information about current performance measures related to the Committee’s responsibilities, program approval, program review, and program assessment and evaluation. Handouts describing the program approval process and program productivity review, including the Council on Postsecondary Education’s role, were distributed. A KCTCS program inventory productivity review report also was distributed.

The Committee suggested two technical edits for the KCTCS Board of Regents Bylaw 10.2.1: 1) a name correction (Kentucky Virtual Campus) and 2) elimination of references to COE (Council on Occupational Education) since all KCTCS colleges are now accredited by Commission on Colleges of the Southern Association of Colleges and Schools (SACS).
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 Quillen called on Dr. Box to provide additional information related to the recommendation. Dr. Box noted that some of the certificate 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.

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

VOTE: The motion was approved unanimously.

ACTION: NEW PROGRAM PROPOSALS

Chair Quillen welcomed the following college representatives who assisted with the program proposal presentations:

- **Bowling Green Technical College**
  - Dr. Nathan Hodges, Bowling Green Technical College President
  - Iris Dotson, Bowling Green Technical College Chief Academic Officer
  - Mr. Philip Neal, Bowling Green Technical College Provost
  - Ms. Patti Sumner, Bowling Green Technical College Division Chair for Business

- **West Kentucky Community and Technical College**
  - Dr. Barbara Veazey, West Kentucky Community and Technical College President
  - Dr. Tena Payne, West Kentucky Community and Technical College Vice President of Academic Affairs
  - Ms. Stephanie Milliken, West Kentucky Community and Technical College Dean Applied Technologies
  - Mr. David Franklin, West Kentucky Community and Technical College Program Coordinator for the AET program

Chair Quillen called on Dr. Box to present the program proposals.
RECOMMENDATION: That the KCTCS Board of Regents approve an Associate in Applied Science (AAS) in Business Administration with options in Accounting, Information Systems Management, and Management; diplomas in Organizational Leadership and Small Business Management; and certificates in Accounting, General Business, Leadership, Management, Supervisory Management, and Team Leadership for Bowling Green Technical College to be implemented in spring 2010.

Dr. Box noted that if approved, all KCTCS colleges will have an associate degree in business. Fourteen KCTCS colleges offer an associate degree program in Business Administration, and Bluegrass Community and Technical College offers a degree in Business Management and Marketing. The proposed 64-73 credit hour Business Administration program prepares students for a variety of careers in business. (It was noted that the Business Administration Curriculum Committee will meet September 25, 2009, and that its agenda includes discussion related to duplication and reduction of credit hours with respect to KCTCS Policy 4.12.) A core curriculum provides students with a foundation of knowledge applicable to any business career. The curriculum is designed for those who seek entry-level jobs as well as for currently employed individuals wishing to enhance their skills. A student specializes by choosing from the:

- Accounting Option, which leads to careers in accounting, including bookkeeper, accounting clerk, cost payroll clerk, and any positions using microcomputer-based systems.
- Information Systems Management Option, which prepares students for a variety of computer-related positions in business.
- Management Option, which prepares the student with broad-based management knowledge and skills that can lead to a variety of positions in organizations.

Students completing this program with an associate degree may transfer to Western Kentucky University’s Systems Management Program with junior standing for baccalaureate completion.

The Committee discussed support and funding for the program. It was noted that according to Workforce Kentucky, combined annual openings in the Barren River District for bookkeepers, accountants, auditors, management occupations, and computer and information systems management occupations are estimated at 242. No additional funding is required to implement the program. The college has facility space, equipment, and resources to implement the program. It is anticipated that funding support will grow with the program.

MOTION: Mr. Brooks moved and Dr. Henson seconded that the Academic Affairs and Curriculum Committee recommend that the KCTCS Board of Regents approve an Associate in Applied Science (AAS) in Business Administration with options in Accounting, Information Systems Management, and Management; diplomas in Organizational Leadership and Small Business Management; and certificates in Accounting, General Business, Leadership, Management, Supervisory Management, and Team Leadership for Bowling Green Technical College to be implemented in spring 2010.

VOTE: The motion was approved unanimously.

Dr. Box noted that if approved, this will be KCTCS’s first degree in Applied Engineering Technology. It is a new program developed at the request of local advisory committees assisting with the planning of the Emerging Technology Building. The goal of the program is to enhance economic development. Local employers include utility companies, the Tennessee Valley Authority, chemical plants, and coal related industries.

The 60-64 credit hour Applied Engineering Technology program:

- Introduces students to basic experimental engineering principles and concepts by applying contemporary skills and knowledge in a variety of employment positions based on industry needs.
- Provides students with a strong foundation of engineering practices to stimulate their interest by using a problem-solving approach in state-of-the-art laboratories.
- Builds leadership, management, communication skills, and professional ethics, which serve as a foundation for future development and career success.
- Contains core technical courses and advanced courses in each specialization to address the employment needs of a global market.

Articulations with Murray State University and Southern Illinois University will be sought as the program was developed to prepare students for continuing their education, specifically the Electromechanical and Instrumentation specializations.

No new funding is required to implement this program. West Kentucky Community and Technical College will be opening a $16 million Emerging Technology Center in spring 2010, leading to the creation of the program with a secondary intent to attract new industry to the community. New equipment has been purchased through grants and state funding, enabling this program to provide state-of-the-art training for the 21st century. Students will have the opportunity to train in an industry-replicated lab. For the first two years of the program, existing faculty will be teaching in the program.

MOTION: Dr. Henson moved and Ms. Arthur seconded that the Academic Affairs and Curriculum Committee recommend that the KCTCS Board of Regents approve an Associate in Applied Science (AAS) in Applied Engineering Technology with options in Automated Manufacturing, Electromechanical Systems, Mechatronic Systems, Electronics Engineering, Programmable Logic Controller (PLC) Programmer, Instrumentation, and Alternative Energy for West Kentucky Community and Technical College to be implemented in spring 2010.

VOTE: The motion was approved unanimously.
RECOMMENDATIONS:

- 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 April 22, 2009, through August 5, 2009*, with the credentials (degrees, diplomas, and certificates) to be awarded to the candidates upon certification that the requirements have been satisfactorily completed.

- That the KCTCS Board of Regents approve the awarding of associate degrees as presented in the supplemental booklet, *KCTCS Candidates for Credentials April 22, 2009, through August 5, 2009*, to KCTCS college candidates who have met all requirements for programs approved by the University of Kentucky (UK) Board of Trustees, with the degrees to be awarded to the candidates by UK upon certification that degree requirements have been satisfactorily completed.

Chair Quillen called on Dr. Box to present the candidates for credentials. Dr. Box noted that for the period of April 22, 2009, through August 5, 2009, there were 5,057 credential requests (3,703 of which are unduplicated), including 3,519 certificates; 415 diplomas; 492 associate in arts; 190 associate in science; and 441 associate in applied science. The credentials are to be awarded to the students upon certification that the requirements for the credentials have been satisfactorily completed.

MOTION: Mr. Brooks moved and Mr. Callan 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 April 22, 2009, through August 5, 2009*, with the credentials (degrees, diplomas, and certificates) to be awarded to the candidates upon certification that the requirements have been satisfactorily completed.

- That the KCTCS Board of Regents approve the awarding of associate degrees as presented in the supplemental booklet, *KCTCS Candidates for Credentials April 22, 2009, through August 5, 2009*, to KCTCS college candidates who have met all requirements for programs approved by the University of Kentucky (UK) Board of Trustees, with the degrees to be awarded to the candidates by UK upon certification that degree requirements have been satisfactorily completed.

VOTE: The motion was approved unanimously.
Chair Quillen called on Dr. Box to present this item. Dr. Box noted that the Board approved a revision to the policy at the June 12, 2009, meeting, charging the KCTCS President (or designee) with developing curriculum frameworks and revising credit hour limits for associate and diploma programs. Existing programs were given a two-year timeline to come into compliance with the revised requirements. The proposed revisions presented at this meeting include adding an Associate in Fine Arts (AFA) degree and making technical edits in the AAS and Diploma where needed to eliminate references to the Council on Occupational Education (COE) since all KCTCS colleges are now SACS accredited.

Several KCTCS colleges, including West Kentucky Community and Technical College, have expressed a strong interest or need for an AFA degree offering. The AFA is a transfer degree that would allow students opportunities in their chosen field, including transferring into a Bachelor of Fine Arts (BFA) and Master of Fine Arts (MFA). BFAs are offered at six of Kentucky’s public universities and also in higher education institutions in three states surrounding Kentucky (Ohio, Tennessee, Indiana).

Chair Quillen called on Dr. Box to present this item. Dr. Box discussed new agreements, including:

- The KCTCS AAS in Interdisciplinary Early Childhood Education (IECE) to Morehead State University’s Bachelor of Arts in IECE with Certification.
- The KCTCS AS/AAS in Technology Fields to Morehead State University’s Bachelor of Science in Technology Management.
- The KCTCS AAS in Interdisciplinary Early Childhood Education (IECE) to Western Kentucky University’s Bachelor’s of Science in IECE with Certification.
- The Kentucky Head Start Association (KHSA) Agreement, articulating the KHSA Cornell Family Development Credential to an AAS in Human Services.

Dr. Box noted that the Statewide Transfer Committee met July 20, 2009, at the University of Kentucky (UK). Presentations were made by UK on joint transfer efforts with Bluegrass Community and Technical College as well as UK’s transfer equivalency guide, trustee scholarship program, and transfer recruitment schedule. Other items noted at the meeting included the Statewide Transfer Committee feedback on the draft of the new definition of transfer and discussion of Project Graduate, College Source’s Transfer Evaluation System, the Governor’s Higher Education Workgroup, and CPE’s implementation of General Education Transfer Policy Workshops.

It also was pointed out that at the July 24, 2009, Council on Postsecondary Education meeting, KCTCS President Michael B. McCall served on a panel to discuss two-to-four-year college student transfer. Other panelists included Western Kentucky University President Gary Ransdell, University of Louisville Vice President Dale Billingsley, and the Association of Independent Kentucky Colleges and Universities President Gary Cox. As part of the panel discussion, an overview of
KCTCS/CPE collaboration on a new definition of transfer was provided. The goal of KCTCS and CPE was to develop a unified voice and common language about transfer and student mobility in Kentucky. The definition, which addresses transfer activity from KCTCS to four-year institutions only, is comprised of the following five components (and a total of nine separate metrics) at the state and system levels:

1. **In-State Transfer** – former KCTCS students who are first-time transfers to public, independent, and proprietary postsecondary institutions (including summer transfers for all, except independent four-years).
2. **Out-of-State Transfers** – number of KCTCS students who enter a postsecondary institution outside Kentucky within three years (closest to KCTCS current definition and includes visiting and dual credit students as well as transfer students).
3. **Students Transferring Additional Credit** – captures visiting students, dual credit students, and/or other students who may not have transferred credit during their first-semester.
4. **Transfer Credit** – aimed at understanding the efficiency of transfer credit, including:
   a. Overall number of KCTCS credits accepted for transfer by institutions.
   b. The number of KCTCS credits accepted and applied toward program requirements for graduation by Kentucky public four-year universities.
5. **Transfer Rate** – includes two measures aimed at facilitating shared responsibility for transfer between KCTCS and four year institutions:
   a. Cliff Adelman Transfer Rate - number of KCTCS new students who earn more than 10 non-remedial credit hours who enroll in a four-year and earn more than 10 non-remedial credit hours.
   b. Scope of Transfer - new KCTCS transfer students as a percent of all new undergraduate student degree-seeking students at four-years.

**NEXT MEETING**
Chair Quillen announced that the next regular meeting of the KCTCS Board of Regents Academic Affairs and Curriculum Committee is December 3, 2009.

**ADJOURNMENT**
Mr. Callan moved and Mr. Brooks seconded that the meeting adjourn.

VOTE: The motion was approved unanimously, and the meeting adjourned at 5:50 p.m. (ET).

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**12/3/09**
Date Approved by the Academic Affairs and Curriculum Committee

Marcia L. Roth
Committee Chair
Recommendation

That the KCTCS Board of Regents ratify the approval of new credit certificate programs listed in the agenda materials and ratify the diplomas listed, which were created by “rollover” to aligned curricula.

Rationale

- The *KCTCS Board of Regents Policy on Program Approval*, adopted April 30, 1999, specifies that the Board must approve all new programs that lead to the awarding of an associate degree or a diploma. The KCTCS President may approve new credit certificate programs upon recommendation by the KCTCS Chancellor, with such approvals to be presented to the Board of Regents for ratification.

- The certificate programs listed in the agenda book support the *Kentucky Postsecondary Education Improvement Act of 1997* (as amended) goals of being responsive to the needs of students and employers, avoiding unnecessary program duplication, and increasing inter-institutional collaboration. They meet all KCTCS program approval policies and procedures, the *KCTCS Policy on Collaborative Program Development*, and all applicable Council on Postsecondary Education policies and procedures.

- Some of the certificate programs listed are a result of “rolling over” an existing curriculum to a new integrated curriculum with multiple exit points, e.g., Network and Information Systems Technology curriculum “rolled over” to the new Information Technology curriculum. All certificate programs included on the list are applicable toward at least one degree program, and additional resources are not required for their implementation.

- As noted at the August 15, 2003, KCTCS Board of Regents meeting, procedures for Board-approved certificate and/or diploma programs that are revised through the curriculum revision process in a manner that divides an existing program credential into two or more separate credentials are to incorporate them into the “rollover” process with the approval of the KCTCS President and ratification of the KCTCS Board of Regents.
Background

In April 1999, the Council on Postsecondary Education (CPE) delegated to the KCTCS Board of Regents authority to approve new academic programs at KCTCS colleges. As part of the delegation, which was effective until December 2000, the CPE established a “Timeline for Implementation and Review of KCTCS New Program Approval Authority.” This timeline included a series of steps for the implementation, review, and audit of program approval policies at KCTCS. During fall 2000, CPE staff conducted a review of KCTCS program approval procedures and met with the KCTCS Board of Regents Academic Affairs Committee Chair to assess the Committee’s role and its evaluation of the process.

At its November 13, 2000, meeting, CPE reaffirmed the delegation of program approval authority to KCTCS for all new certificate, diploma, and associate degree programs offered by KCTCS colleges.
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### Certificates, continued

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*Pilot Status

### KCTCS Diploma Programs

Presented for Ratification by the KCTCS Board of Regents
December 4, 2009

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NEW PROGRAM PROPOSAL:  
AAS IN APPRENTICESHIP STUDIES FOR  
GATEWAY COMMUNITY AND TECHNICAL COLLEGE  
ACTION  
Agenda Item I-2a  
December 4, 2009

Recommendation

That the Board of Regents approve an Associate in Applied Science (AAS) in Apprenticeship Studies for Gateway Community and Technical College to be implemented in spring 2010.

Rationale

- The proposed AAS degree is consistent with the missions and goals of KCTCS and Gateway Community and Technical College (GCTC).
- A growing number of companies are pursing apprenticeship programs to build their workforce as industries face potential shortages of skilled technicians due to the retirement of current workers. In Northern Kentucky, Owen Electric has asked Gateway Community and Technical College to provide the Apprenticeship Studies degree program to support their apprenticeship program. Two other companies in the manufacturing and energy industries have expressed similar interest in using the Apprenticeship Studies degree to support their apprenticeship programs.
- The 61 credit hour Apprenticeship Studies program is designed to provide specialized study in a national- or state-approved apprenticeship curriculum (i.e., 8000 hours on the job in a supervised work environment and at least 576 hours of related classroom instruction). The completion of a national/state certified apprenticeship program is required as a prerequisite to the program.
- The job opportunities for graduates with the Apprenticeship Studies degree depend upon the apprenticeship program specialty. As companies manage their apprenticeship programs, they hire the number of apprentices that they need. Graduates of the apprenticeship program are then placed in positions at the company. These positions will vary among companies.
- Currently, GCTC has 12 active apprentices enrolled through company programs. These students are with manufacturing companies in the areas of electrical technician, assembly technician, maintenance technician, and machinist.
- No new funding is required for implementation of this program.

Background

According to the 1997-2002 Kentucky Plan for Equal Opportunities in Postsecondary Education, Gateway Community and Technical College has automatic eligibility.

An executive summary of the proposal is attached. A copy of the full proposal has been forwarded to each member of the Board’s Academic Affairs and Curriculum Committee.
EXECUTIVE SUMMARY

Associate in Applied Science in
Apprenticeship Studies

Gateway Community and Technical College

A Proposal for Initiation of a New Degree Program

Mission, Influence, Organization

The proposed Associate in Applied Science in Apprenticeship Studies is consistent with System and institutional missions. The goals of the Kentucky Community and Technical College System (KCTCS) and Gateway Community and Technical College (GCTC) are to provide high quality, affordable, accessible, and inclusive postsecondary education and training resulting in a positive contribution to the economic vitality of the region and enhanced quality of life for the citizens.

Program Description

The Associate in Applied Science in Apprenticeship Studies is a 61 credit hour program designed to provide specialized study in a national- or state-approved apprenticeship curriculum (i.e., 8000 hours on the job in a supervised work environment and at least 576 hours of related classroom instruction). Program electives will be required if the number of credit hours accepted from the apprenticeship program is less than 40 and will be taken from selected categories. The amount of credit accepted will depend on the number of credit hours in the apprenticeship program or will be the 24 credit hours awarded for the APS 201 Apprenticeship Studies course.

Supportive Data

A growing number of companies are pursuing apprenticeship programs to build their workforce as industries face potential shortages of skilled technicians due to retirement of current workers. Companies have begun apprenticeship programs to fill this need. For example, in Northern Kentucky, Owen Electric has asked Gateway Community and Technical College to provide the Apprenticeship Studies degree program to support their apprenticeship program. Other companies in the manufacturing and energy industries have expressed similar interest in using the Apprenticeship Studies degree to support their apprenticeship programs. The availability of the Apprenticeship Studies degree at Gateway will enable companies’ apprentices to earn an Associate in Applied Science degree as they complete the apprenticeship program.
The job opportunities for graduates with the Apprenticeship Studies degree depend upon the apprenticeship program specialty. As companies manage their apprenticeship programs, they hire the number of apprentices that they need. Graduates of the apprenticeship program are then placed in positions at the company. These positions will vary between companies. Typical positions for apprentices would include moving into a line maintenance technician position at a utility company or becoming a first level maintenance technician or machinist at a manufacturing company.

**Resources**

Gateway Community and Technical College currently offers the general education requirements of the program and has facility space, equipment, and resources to implement the program. No additional funding is required.

**Conclusion**

This proposed program is consistent with the missions of KCTCS and GCTC. The curriculum has been approved through the KCTCS curriculum approval process. Local and state needs support the establishment of this program. Resources are available to implement the AAS in Apprenticeship Studies. The approval of this program will assist GCTC in meeting needs locally and nationally.
Recommendation

That the Board of Regents approve a diploma in Industrial Maintenance Technology for Southeast Kentucky Community and Technical College to be implemented in spring 2010.

Rationale

- The proposed diploma is consistent with the missions and goals of KCTCS and Southeast Kentucky Community and Technical College (SKCTC).
- The program is designed to prepare students for both local and national job markets. The Occupational Information Network (O’NET) indicates that by 2012 there will be a need for 81,000 new industrial maintenance workers nationwide.
- A local needs analysis was sent to over 47 employers of industrial maintenance personnel. Based on the assumption that they would keep all current employees, the response indicated that over the next two to five years they would need to hire 34 new employees. With the increase of mining, logging, and construction industries in the area, growth is anticipated that is not reflected here as well. Thus, the actual number of local employees needed may be better estimated at 50-75.
- The Diploma in Industrial Maintenance Technology is a 48-53 credit hour program designed to provide an understanding of the requirements and opportunities in maintenance, good safety practices, pride in workmanship, and an understanding of the principles and accepted practices of the maintenance trade.
- Graduates hold positions in factories, hospitals, hotels, etc., where multi-skilled maintenance personnel are needed.
- SKCTC presently offers certificates in Industrial Maintenance Technology and has facility, space, equipment, and resources to implement the program. No additional funding is required.

Background

According to the 1997-2002 Kentucky Plan for Equal Opportunities in Postsecondary Education, Southeast Kentucky Community and Technical College has automatic eligibility.

An executive summary of the proposal is attached. A copy of the full proposal has been forwarded to each member of the Board’s Academic Affairs and Curriculum Committee.
EXECUTIVE SUMMARY

Diploma in Industrial Maintenance Technology

Southeast Kentucky Community and Technical College

A Proposal for Initiation of a New Diploma Program

Mission, Influence, Organization

The proposed Diploma in Industrial Maintenance Technology is consistent with System and institutional missions. The goals of the Kentucky Community and Technical College System (KCTCS) and Southeast Kentucky Community and Technical College (SKCTC) include the provision of programs designed to prepare individuals to succeed in today’s technological workforce.

Program Description

The Diploma in Industrial Maintenance Technology is a 48-53 credit hour program designed to provide an understanding of the requirements and opportunities in maintenance, good safety practices, pride in workmanship, and an understanding of the principles and accepted practices of the maintenance trade. Graduates hold positions in factories, hospitals, hotels, etc., where multi-skilled maintenance personnel are needed. The program includes courses in air conditioning, carpentry, electricity, machine tool, metal fabrication, and welding.

Supportive Data

The program is designed to prepare students for both local and national job markets. The Occupational Information Network (O’NET) indicates that by 2012 there will be a need for 81,000 new industrial maintenance workers nationwide. A local needs analysis was sent to over 47 employers of industrial maintenance personnel. Based on the assumption that they would keep all current employees, the response indicated that over the next 2-5 years they would need to hire 34 new employees. With the increase of mining, logging, and construction industries in the area, growth is anticipated that is not reflected here as well. Thus, the actual number of local employees needed may be better estimated at 50-75.

Resources

Southeast Kentucky Community and Technical College currently offers certificates and has facility space, equipment, and resources to implement the program. No additional funding is required.

Conclusion

This proposed program is consistent with the missions of KCTCS and SKCTC. The curriculum has been approved through the KCTCS approval process. Local and state needs support the establishment of this program. Resources are available to implement the Diploma in Industrial Maintenance Technology. The approval of this program will assist SKCTC in meeting needs locally and regionally.
Recommendations

• 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 August 6, 2009, through October 22, 2009*, with the credentials
(degrees, diplomas, and certificates) to be awarded to the candidates upon certification that
the requirements have been satisfactorily completed.

• That the KCTCS Board of Regents approve the awarding of associate degrees as presented in
the supplemental booklet, *KCTCS Candidates for Credentials August 6, 2009, through
October 22, 2009*, to KCTCS college candidates who have met all requirements for programs
approved by the University of Kentucky Board of Trustees, with the degrees to be awarded to
the candidates by UK upon certification that degree requirements have been satisfactorily
completed.

Rationale

• KRS 164.350 (1) (e) specifies that the KCTCS Board of Regents may “grant diplomas and
confer degrees upon the recommendation of the president and faculty.”

• In April 1999, the Council on Postsecondary Education (CPE) delegated authority to approve
new academic programs at community and technical colleges to the KCTCS Board of
Regents effective until December 31, 2000. During fall 2000, CPE staff conducted a review
of KCTCS program approval procedures and met with the KCTCS Board of Regents
Academic Affairs and Curriculum Committee Chair to assess the committee’s role and its
evaluation of the process. Following that review, CPE reaffirmed on November 13, 2000,
the delegation of program approval authority to KCTCS.

• Under the rules of the KCTCS Faculty Senate, the faculty of each college must recommend
to the KCTCS President and the KCTCS Board of Regents (and when appropriate to the
University of Kentucky President and the UK Board of Trustees) all candidates for degrees,
certificates, and diplomas from the college.
Background

At the February 22, 2002, KCTCS Board of Regents meeting, the Board approved the recommendation to allow candidates for diploma and associate degree programs to be presented at every Board meeting, if submitted for approval by the colleges. Colleges were authorized to issue certificates upon completion subject to ratification at the next scheduled Board meeting. To implement this recommendation, the candidate list is now being generated by date ranges rather than by terms (fall term/spring term).

House Bill 239, enacted by the 2005 General Assembly, specifies that students enrolled at Bluegrass Community and Technical College (formerly Lexington Community College) on or before September 1, 2004, shall have six years to complete the degree program in which they are enrolled and receive a diploma conveyed by the University of Kentucky (UK) Board of Trustees.

The list of candidates for degrees to be awarded by the University of Kentucky will be presented for approval to the UK Board of Trustees.
Recommendation

That the KCTCS Board of Regents approve the proposed revision of KCTCS Board of Regents Policy 4.12 Collaborative Program Development.

Rationale

- The proposed revision of KCTCS Board of Regents Policy 4.12 Policy on Collaborative Program Development is to add an Associate in Fine Arts (AFA) degree and to make technical edits in the AAS and Diploma where needed.

- The sequence Associate in Fine Arts (AFA), Bachelor of Fine Arts (BFA), and Master of Fine Arts (MFA) allows students transfer opportunities in their chosen field.

- Several KCTCS colleges, such as West Kentucky Community and Technical College, have expressed a strong interest/need for an AFA degree offering.

- According to EducationforAdults.Com, “Degrees in arts and fine arts are perfect for those with a strong interest in all things visual and design-related. These days, in fact, the work of professionals in the field affect us more than ever before, for as more sources of media play ever more significant roles in our daily lives, people with specialized backgrounds in the arts and fine arts will continue to be in demand.”

- AFA degrees are currently offered throughout the country by the following two-year institutions:
  - Anoka-Ramsey Community College (Minnesota).
  - Asheville-Buncombe Technical Community College (North Carolina).
  - Burlington Community College (Pemberton, New Jersey).
  - Corcoran College of Art and Design (Washington, D.C.).
  - Craven Community College (New Bern, North Carolina).
  - Johnston Community College (Smithfield, North Carolina).
  - Minnesota State Community and Technical College (Minnesota).
  - Montgomery College (Takoma Park, Maryland).
  - North Seattle Community College (Washington).
  - Oakton Community College (Des Plaines, Illinois).
  - Piedmont Community College (North Carolina).
  - Pima Community College (Tucson, Arizona).
  - Riverland Community College (Minnesota).
  - Sandhills Community College (North Carolina).
  - Scottsdale Community College (Scottsdale, Arizona).
  - Shoreline Community College (Washington).
  - Southwestern Community College (Sylva, North Carolina).
  - Spokane Falls Community College (Washington).
  - St. Louis Community College (Missouri).
• BFAs are offered at the following four-year public universities in Kentucky:
  - University of Kentucky.
  - Western Kentucky University.
  - Northern Kentucky University.
  - University of Louisville.
  - Eastern Kentucky University.
  - Murray State University.

• BFAs are also offered in the following surrounding states:
  - Ohio -
    - University of Akron.
    - University of Dayton.
    - University of Cincinnati.
    - Youngstown State University.
    - Bowling Green State University.
    - Kent State University.
    - Miami University.
    - Ohio Northern University.
    - Ohio University.
    - Ohio Wesleyan University.
    - Otterbein University.
    - Xavier University.
    - Wittenberg University.
    - Wright State University.
  
  - Tennessee -
    - Belmont University.
    - University of Memphis.
    - University of Tennessee.
    - Austin Peay University.
  
  - Indiana -
    - Indiana State University.
    - Indiana University – Bloomington.
    - University of Notre Dame.
    - Ball State University.
    - Indiana University – Purdue.
    - University of Evansville.
    - University of Indianapolis.
    - Indiana University Southeast.
    - East Tennessee State University.
    - Middle Tennessee State University.
    - University of Tennessee at Chattanooga.
    - University of Tennessee at Martin.

• All KCTCS colleges are now accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) so technical edits were made to reflect SACS accreditation.

Background

As required by the Kentucky Postsecondary Education Improvement Act of 1997, the University of Kentucky delegated management of 13 community colleges to the KCTCS Board of Regents, effective January 14, 1998. In a parallel action, the postsecondary institutions in the Kentucky TECH System moved from the Workforce Development Cabinet and joined KCTCS, effective July 1, 1998. Following legislative action, in May 2004 the KCTCS Board of Regents accepted delegation of authority over the 14th community college transferred from the University of Kentucky.

In 1998, database inventories were created for community college (CC) curricula, for technical college (TC) curricula, and for new KCTCS curricula. The KCTCS Board of Regents approved 4.12 Policy on Collaborative Program Development on September 16, 1998, which set total credit hour curricula limits for associate degrees (Associate in Science (AS), Associate in Arts (AA), Associate in Applied Science (AAS), and Associate in Applied Technology (AAT)), diplomas, and certificates.
As several technical college diplomas (the highest credential at the time of transfer) were 100 credit hours or more, a curricula revision project was launched to move technical college curricula into the established total credit hour limits set by the KCTCS Board of Regents. This was followed by a project to integrate CC and TC curricula, which (along with consolidations) moved the curricula into one database - the KCTCS inventory. Bluegrass Community and Technical College curricula began the process in 2004.

The *KCTCS Board of Regents Policy 4.12 Policy on Collaborative Program Development* was revised on December 5, 2003, which eliminated the Associate in Applied Technology degree as a result of the conversion of AAT programs to AAS programs.

Program curriculum must be approved prior to the KCTCS Board of Regents approving a new program. The faculty curriculum approval process underwent a change in 2006 as a result of accreditation recommendations to Jefferson Community and Technical College and Bluegrass Community and Technical College. The process was revised to ensure final curriculum approval at the college level rather than at the system level. An evolving side effect of this change is occurring, revealing increased duplication, increased use of multiple prefixes within a discipline, and a greater divergence from common course numbering within our own System.

The *KCTCS Board of Regents Policy 4.12 Policy on Collaborative Program Development* was revised on June 12, 2009, which set lower total credit hour maximums for the AA, AS, AAS, and diploma (with an AAS exception request process). The revision also charged the KCTCS President (or designee) with developing curricula frameworks to include (but not be limited to) the consistent use of prefixes, common course numbering, and the elimination of unnecessary duplication in all KCTCS curricula.

The current proposed revision of *KCTCS Board of Regents Policy 4.12 Policy on Collaborative Program Development* was an Information Item at the September 2009 KCTCS Board of Regents meeting.
4.12 Policy on Collaborative Program Development

Kentucky Community and Technical College System (KCTCS) collaborative program development processes shall meet criteria specified by the accrediting bodies of the respective community and technical colleges and any required programmatic standards.

KCTCS program development shall be collaborative, with optimal collaboration the expectation. Program collaboration may consist of fully collaborative programs, joint programs, cooperative programs, and articulation/transfer agreements. (See Attachment A)

KCTCS offerings shall include programs that lead to the awarding of: Associate in Science Degrees; Associate in Arts Degrees; Associate in Fine Arts Degrees; Associate in Applied Science Degrees; Certificates; Diplomas; and Continuing Education Units. (See Attachment B)

The high quality, responsive programs resulting from collaborative program development shall meet state, regional and community needs and provide the education and training necessary for developing a workforce with the skills to meet the needs of new and existing industries and improve the quality of life and employability of citizens.

The KCTCS President (or designee) is charged with developing curricula frameworks which shall include (but not be limited to) the consistent use of prefixes, common course numbering, and the elimination of unnecessary duplication in all KCTCS curricula.

The KCTCS President is authorized to develop appropriate procedures and criteria in order to implement the policy delineated above.
### Program Collaboration Continuum

<table>
<thead>
<tr>
<th>Types of Collaboration</th>
<th>Collaborative Programs</th>
<th>Joint Programs</th>
<th>Cooperative Programs</th>
<th>Articulation/Transfer Agreements (Programmatic)</th>
<th>Avoidance of Unnecessary Duplication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Characteristics</td>
<td>A collaborative program is under the sponsorship of more than one institution and contains elements of resource sharing agreed upon by multiple institutions or organizations. None of the participating institutions delivers the entire program alone. All participating institutions need not have the authority to award the degree or credential. Participating institutions and organizations share responsibility for the program’s delivery and quality. The credential awarded may indicate the collaborative nature of the program. The program at each participating institution is registered on the Council’s Registry of Degree Programs as a collaborative enrollment-only or collaborative degree-granting program.</td>
<td>A joint program is a program that is mutually sponsored by two or more institutions leading to a single credential or degree, which is conferred by both or all participating institutions. None of the participating institutions deliver the entire program alone. All participating institutions and organizations share responsibility for all aspects of the program’s delivery and quality. The credential indicates the joint nature of the program. The program is registered on the Council’s Registry of Degree Programs in an enrollment and degree-granting category for each institution participating in the joint program.</td>
<td>A cooperative program is a stand-alone program under the sponsorship of a single institution but which may contain elements of resource sharing agreed upon by one or more other institution(s) or organization(s) when offered on the campus of the non-degree granting institution. In a cooperative program of instruction, the sponsoring institution awards the degree or credential. The credential awarded may indicate the cooperative nature of the program. The program at the participating institution(s) is registered on the Council’s Registry of Degree Programs in an “enrollment-only” reporting category.</td>
<td>• Course-by-Course Transfer Credit or Accepted Course Equivalencies • Inter- Institutional Agreements • Statewide Agreements</td>
<td>Minimum Required</td>
</tr>
</tbody>
</table>
Associate in Science Degree

A. An Associate in Science (AS) degree is designed to transfer into a Baccalaureate of Science Degree program at a four-year institution. It consists of a core transfer component of 33 credit hours and additional general education requirements of 15 credit hours and 12 additional credit hours of general education and pre-major requirements at the transfer institution for 60 credit hours.

B. Core Transfer Component:
   Writing/Accessing Information 6
   Oral Communication 3
   Heritage 3
   Humanities 3
   Social Interaction 9
   Science 6
   Mathematics (college Algebra or higher level) 3
   Sub-Total 33

C. Additional General Education Requirements (Beyond the Core):
   Science or Mathematics 9
   Computer Literacy 3
   Course(s) to be chosen from the Core Areas 3
   Sub-Total 15

D. General Education and Pre-major Requirements
   Sub-Total 12

Total 60
Associate in Arts Degree

A. An Associate in Arts (AA) degree provides a foundation in liberal arts and is designed to transfer into a Baccalaureate of Arts Degree at a four-year institution. It consists of a core transfer component of 33 credit hours and additional general education requirements of 15 credit hours and 12 additional credit hours of general education and pre-major requirements at the transfer institution for 60 credit hours.

B. Core Transfer Component:
   - Writing/Accessing Information: 6
   - Oral Communication: 3
   - Heritage: 3
   - Humanities: 3
   - Social Interaction: 9
   - Science: 6
   - Mathematics (college Algebra or higher level): 3

   Sub-Total: 33

C. Additional General Education Requirements (Beyond the Core):
   - Heritage/Humanities: 3
   - Heritage/Humanities/Foreign Language or Social Interaction: 3
   - Science or Mathematics: 3
   - Computer Literacy: 1-3
   - Course(s) to be chosen from the Core Areas: 3-5

   Sub-Total: 15

D. Other Degree Requirements

Sub-Total: 12

Total: 60
Associate in Fine Arts Degree

A. An Associate in Fine Arts (AFA) degree is designed to transfer into a Baccalaureate of Fine Arts (BFA) program at a four-year institution. It consists of a general education requirement of 25 credit hours, plus a Computer Literacy requirement of 3 credit hours (see below), a fine arts core of 18 credit hours, and 18 additional credit hours of concentration for a 61-64 credit hour minimum.

B. General Education Component:

<table>
<thead>
<tr>
<th>Component</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing/Accessing Information</td>
<td>6</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Heritage/Humanities/Foreign Languages</td>
<td>3</td>
</tr>
<tr>
<td>Social Interaction</td>
<td>6</td>
</tr>
<tr>
<td>Science (including lab)</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td><strong>25</strong></td>
</tr>
</tbody>
</table>

C. Additional General Education Requirement:

<table>
<thead>
<tr>
<th>Component</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Literacy*</td>
<td>0-3</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td><strong>0-3</strong></td>
</tr>
</tbody>
</table>

D. Fine Arts Core

| **Sub-Total** | 18 |

E. Concentration

| **Sub-Total** | 18 |

**Total** 61-64

* Computer literacy must be demonstrated either by competency exam or by completing an approved computer literacy course.
## Associate in Applied Science Degree

A. An Associate in Applied Science (AAS) degree prepares students for technical employment within a two-year period and consists of a minimum of 60 credit hours including 15-23 credit hours of general education and meets the distribution of credit described below.

### B. General Education Component:

<table>
<thead>
<tr>
<th>Component</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural/Applied Science</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science/Social Interaction</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Fine Arts*</td>
<td>3</td>
</tr>
<tr>
<td>Writing/Accessing Information</td>
<td>3</td>
</tr>
</tbody>
</table>

Sub-Total 15

Additional General Education Courses 0-8
General Education Total Credit Hours 15-23

Additional General Education Courses 0-8
General Education Total Credit Hours 15-23

*The Humanities component includes general education courses in Heritage, Humanities, and Foreign Languages as shown in the KCTCS catalog.

C. Technical & Support Component

Sub-Total 45-53

Computer literacy must be demonstrated either by competency exam or by completing a computer literacy course.

General Education and Technical & Support Components must be distributed so that programs do not exceed 68 credit hours.

Total 60-68*
* Existing Approved Programs:
  • Existing programs have two years to come into compliance with the revised credit hours requirements.
  • An approved program with a revised curriculum of 60-68 credit hours does not require KCTCS Board of Regents action.
  • An exception to the total credit hour limit may be made by the KCTCS Board of Regents if a program has external degree requirements which must be met necessitating an exception request. Documentation (such as specialized accreditation requirements and/or the results of a detailed industry validation of a specialized curriculum) must be submitted to the KCTCS Board of Regents with the request for an exception to the total credit hour limit.

* New Programs:
  • New programs require KCTCS Board of Regents action.
  • New programs should be designed with a 60-68 credit hour total limit.
  • An exception to the total credit hour limit may be made by the KCTCS Board of Regents if a new program has external degree requirements which must be met necessitating such a request. A request for an exception to the total credit hour limit, including supporting documentation (such as specialized accreditation requirements and/or the results of a detailed industry validation of a specialized curriculum), must be submitted with the program proposal.

D. AAS degree programs should incorporate multiple exit points, i.e. awarding certificates and diplomas, when possible.

➢ Diploma Program

A. A diploma program is designed to prepare students for technical employment within a one-to two-year period (36–60 credit hours). The total number of credit hours for the diploma must not exceed those required for a degree in the same program of study. A prescribed program of technical and general education courses is designed to prepare students for a specific job title.

Diploma programs provide: preparation for a specific occupation, credit toward an associate degree, and continued training opportunities for certificate program graduates.

B. General Education (select six credit hours from the following areas)  6
   Humanities/Fine Arts*
   Mathematics
   Natural/Applied Science
   Behavioral Science/Social Interaction

The diploma program contains general education courses emphasizing the skills identified in the SCANS report that are critical to entry-level workforce success for persons prepared at the diploma level.

*The Humanities component includes general education courses in Heritage, Humanities, and Foreign Languages as shown in the KCTCS catalog.
C. Technical & Support

Sub-Total 30-54*

Total 36-60

*The Technical and Support requirements must include a work experience component between 1 and 12 credit hours.

D. Computer literacy must be demonstrated either by competency exam or by successfully completing a computer literacy course as outlined in the program of study.

➢ Certificate Program

A. The primary purpose and features of certificate programs of study are to provide marketable, entry-level skills for a time period less than that required for diploma or associate degree programs. Certificates are organized programs of study consisting of courses designed to meet a defined set of competencies. Certificates qualify students to take external licensure, vendor-based, or skill standards examinations in the field. If standardized external exams are not available in the field of study, certificates prepare students at skill levels expected of employees in an occupation found in the local economy.

Requirements for a certificate are applicable to the requirements of a diploma or associate degree in the same or a related field of study. Requests for exceptions to this characteristic must accompany the documentation needed for approval.

B. Certificates may contain general education courses emphasizing the skills identified in the SCANS report that are critical to entry-level workforce success for persons prepared at the certificate level, and associated with the diploma or associate degree program.

The Secretary’s Commission on Achieving Necessary Skills (SCANS) identified three foundation skills and five competencies necessary for success in the workplace:

- Foundation Skills
  - Basic Skills – reading, writing, arithmetic and mathematics, listening, and speaking;
  - Thinking Skills – thinking creatively, making decisions, solving problems, knowing how to learn, and reasoning;
  - Personal Qualities – individual responsibility, self-esteem, sociability, self-management, and integrity/honesty.

- Competencies
  - Resources – allocating time, money, materials, space, and staff;
♦ Interpersonal Skills – working on teams, teaching others, serving customers, leading, negotiating, and working well with people from culturally diverse backgrounds;
♦ Information – acquiring and evaluating data, organizing and maintaining files, interpreting and communicating, and using computers to process information;
♦ Systems – understanding social, organizational, and technological systems, monitoring and correcting performance, and designing or improving systems;
♦ Technology – selecting equipment and tools, applying technology to specific tasks, and maintaining and troubleshooting technologies.

C. Program Length

Certificate programs containing the features and characteristics outlined above should generally range from 12 credit hours to 36 credit hours in length. Proposals for programs with fewer than 12 credit hours or more than 36 credit hours should include a compelling rationale for either a shorter or longer program.
4.12 Policy on Collaborative Program Development

Kentucky Community and Technical College System (KCTCS) collaborative program development processes shall meet criteria specified by the accrediting bodies of the respective community and technical colleges and any required programmatic standards.

KCTCS program development shall be collaborative, with optimal collaboration the expectation. Program collaboration may consist of fully collaborative programs, joint programs, cooperative programs, and articulation/transfer agreements. (See Attachment A)

KCTCS offerings shall include programs that lead to the awarding of: Associate in Science Degrees; Associate in Arts Degrees; Associate in Fine Arts Degrees; Associate in Applied Science Degrees; Certificates; Diplomas; and Continuing Education Units. (See Attachment B)

The high quality, responsive programs resulting from collaborative program development shall meet state, regional and community needs and provide the education and training necessary for developing a workforce with the skills to meet the needs of new and existing industries and improve the quality of life and employability of citizens.

The KCTCS President (or designee) is charged with developing curricula frameworks which shall include (but not be limited to) the consistent use of prefixes, common course numbering, and the elimination of unnecessary duplication in all KCTCS curricula.

The KCTCS President is authorized to develop appropriate procedures and criteria in order to implement the policy delineated above.

9-16-98 12-4-09 12-5-03; 6-12-09; 9-25-09; 12-4-09
Date Approved by Date of Last Review Date of Last Revision
KCTCS Board of Regents

12-4-09 12-4-09
Chair, Board of Regents Date President, KCTCS Date
# Program Collaboration Continuum

## High-Level Collaboration → Low-Level Collaboration

### Types of Collaboration

<table>
<thead>
<tr>
<th>Collaboration Program</th>
<th>Joint Programs</th>
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</thead>
</table>
| Characteristics       | A joint program is a program that is mutually sponsored by two or more institutions leading to a single credential or degree, which is conferred by both or all participating institutions. None of the participating institutions delivers the entire program alone. All participating institutions need not have the authority to award the degree or credential. Participating institutions and organizations share responsibility for all aspects of the program’s delivery and quality. The credential indicates the joint nature of the program. The program is registered on the Council’s Registry of Degree Programs in an enrollment and degree-granting category for each institution participating in the joint program. | A cooperative program is a stand-alone program under the sponsorship of a single institution but which may contain elements of resource sharing agreed upon by one or more other institution(s) or organization(s) when offered on the campus of the non-degree granting institution. In a cooperative program of instruction, the sponsoring institution awards the degree or credential. The credential awarded may indicate the cooperative nature of the program. The program at the participating institution(s) is registered on the Council’s Registry of Degree Programs in an “enrollment-only” reporting category. | • Course-by-Course Transfer Credit or Accepted Course Equivalencies  
• Inter- Institutional Agreements  
• Statewide Agreements | Minimum Required |

### Collaborative Programs Characteristics

- A collaborative program is under the sponsorship of more than one institution and contains elements of resource sharing agreed upon by multiple institutions or organizations. None of the participating institutions delivers the entire program alone. All participating institutions need not have the authority to award the degree or credential. Participating institutions and organizations share responsibility for the program’s delivery and quality. The credential awarded may indicate the collaborative nature of the program. The program at each participating institution is registered on the Council’s Registry of Degree Programs as a collaborative enrollment-only or collaborative degree-granting program.
KCTCS Program Descriptions

Associate in Science Degree

A. An Associate in Science (AS) degree is designed to transfer into a Baccalaureate of Science Degree program at a four-year institution. It consists of a core transfer component of 33 credit hours and additional general education requirements of 15 credit hours and 12 additional credit hours of general education and pre-major requirements at the transfer institution for 60 credit hours.

B. Core Transfer Component:

<table>
<thead>
<tr>
<th>Category</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing/Accessing Information</td>
<td>6</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Heritage</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Interaction</td>
<td>9</td>
</tr>
<tr>
<td>Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (college Algebra or higher level)</td>
<td>3</td>
</tr>
</tbody>
</table>

Sub-Total 33

C. Additional General Education Requirements (Beyond the Core):

<table>
<thead>
<tr>
<th>Category</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science or Mathematics</td>
<td>9</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Course(s) to be chosen from the Core Areas</td>
<td>3</td>
</tr>
</tbody>
</table>

Sub-Total 15

D. General Education and Pre-major Requirements

Sub-Total 12

Total 60
**Associate in Arts Degree**

A. An Associate in Arts (AA) degree provides a foundation in liberal arts and is designed to transfer into a Baccalaureate of Arts Degree at a four-year institution. It consists of a core transfer component of 33 credit hours and additional general education requirements of 15 credit hours and 12 additional credit hours of general education and pre-major requirements at the transfer institution for 60 credit hours.

B. Core Transfer Component:
   - Writing/Accessing Information 6
   - Oral Communication 3
   - Heritage 3
   - Humanities 3
   - Social Interaction 9
   - Science 6
   - Mathematics (college Algebra or higher level) 3
   - Sub-Total 33

C. Additional General Education Requirements (Beyond the Core):
   - Heritage/Humanities 3
   - Heritage/Humanities/Foreign Language or Social Interaction 3
   - Science or Mathematics 3
   - Computer Literacy 1-3
   - Course(s) to be chosen from the Core Areas 3-5
   - Sub-Total 15

D. Other Degree Requirements
   - Sub-Total 12

**Total** 60
Associate in Fine Arts Degree

A. An Associate in Fine Arts (AFA) degree is designed to transfer into a Baccalaureate of Fine Arts (BFA) program at a four-year institution. It consists of a general education requirement of 25 credit hours, plus a Computer Literacy requirement of 3 credit hours (see below), a fine arts core of 18 credit hours, and 18 additional credit hours of concentration for a 61-64 credit hour minimum.

B. General Education Component:
   - Writing/Accessing Information: 6
   - Oral Communication: 3
   - Heritage/Humanities/Foreign Languages: 3
   - Social Interaction: 6
   - Science (including lab): 4
   - Mathematics: 3

   Sub-Total: 25

C. Additional General Education Requirement:
   - Computer Literacy*: 0-3

D. Fine Arts Core
   - Sub-Total: 18

E. Concentration
   - Sub-Total: 18

**Total**: 61-64

* Computer literacy must be demonstrated either by competency exam or by completing an approved computer literacy course.
Associate in Applied Science Degree

A. An Associate in Applied Science (AAS) degree prepares students for technical employment within a two-year period and consists of a minimum of 60 credit hours including 15-23 credit hours of general education and meets the distribution of credit described below.

B. General Education Component:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science/Social Interaction</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Fine Arts*</td>
<td>3</td>
</tr>
<tr>
<td>Writing/Accessing Information</td>
<td></td>
</tr>
</tbody>
</table>

Sub-Total 15

Additional General Education Courses 0-8

General Education Total Credit Hours 15-23

*The Humanities component includes general education courses in Heritage, Humanities, and Foreign Languages as shown in the KCTCS catalog

C. Technical & Support Component

Sub-Total 45-53

Computer literacy must be demonstrated either by competency exam or by completing a computer literacy course.

General Education and Technical & Support Components must be distributed so that programs do not exceed 68 credit hours.

Total 60-68*

* Existing Approved Programs:
  • Existing programs have two years to come into compliance with the revised credit hours requirements.
  • An approved program with a revised curriculum of 60-68 credit hours does not require KCTCS Board of Regents action.
  • An exception to the total credit hour limit may be made by the KCTCS Board of Regents if a program has external degree requirements which must be met necessitating an exception request.

  Documentation (such as specialized accreditation requirements and/or the results of a detailed industry validation of a specialized curriculum) must be submitted to the KCTCS Board of Regents with the request for an exception to the total credit hour limit.

* New Programs:
  • New programs require KCTCS Board of Regents action.
  • New programs should be designed with a 60-68 credit hour total limit.
  • An exception to the total credit hour limit may be made by the KCTCS Board of Regents if a new program has external degree requirements which must be met necessitating such a request. A request for an exception to the total credit hour limit, including supporting documentation (such as specialized accreditation requirements and/or the results of a detailed industry validation of a specialized curriculum), must be submitted with the program proposal.

D. AAS degree programs should incorporate multiple exit points, i.e. awarding certificates and diplomas, when possible.
➢ Diploma Program

A. A diploma program is designed to prepare students for technical employment within a one- to two-year period (36–60 credit hours). The total number of credit hours for the diploma must not exceed those required for a degree in the same program of study. A prescribed program of technical and general education courses is designed to prepare students for a specific job title.

Diploma programs provide: preparation for a specific occupation, credit toward an associate degree, and continued training opportunities for certificate program graduates.

B. General Education (select six credit hours from the following areas) 6
   Humanities/Fine Arts*
   Mathematics
   Natural Science
   Behavioral Science/Social Interaction

   The diploma program contains general education courses emphasizing the skills identified in the SCANS report that are critical to entry-level workforce success for persons prepared at the diploma level.

   *The Humanities component includes general education courses in Heritage, Humanities, and Foreign Languages as shown in the KCTCS catalog

C. Technical & Support

   Sub-Total 30-54*

   Total 36-60

   *The Technical and Support requirements must include a work experience component between 1 and 12 credit hours.

D. Computer literacy must be demonstrated either by competency exam or by successfully completing a computer literacy course as outlined in the program of study.
Certificate Program

A. The primary purpose and features of certificate programs of study are to provide marketable, entry-level skills for a time period less than that required for diploma or associate degree programs. Certificates are organized programs of study consisting of courses designed to meet a defined set of competencies. Certificates qualify students to take external licensure, vendor-based, or skill standards examinations in the field. If standardized external exams are not available in the field of study, certificates prepare students at skill levels expected of employees in an occupation found in the local economy.

Requirements for a certificate are applicable to the requirements of a diploma or associate degree in the same or a related field of study. Requests for exceptions to this characteristic must accompany the documentation needed for approval.

B. Certificates may contain general education courses emphasizing the skills identified in the SCANS report that are critical to entry-level workforce success for persons prepared at the certificate level, and associated with the diploma or associate degree program.

The Secretary’s Commission on Achieving Necessary Skills (SCANS) identified three foundation skills and five competencies necessary for success in the workplace:

- Foundation Skills
  - Basic Skills – reading, writing, arithmetic and mathematics, listening, and speaking;
  - Thinking Skills – thinking creatively, making decisions, solving problems, knowing how to learn, and reasoning;
  - Personal Qualities – individual responsibility, self-esteem, sociability, self-management, and integrity/honesty.

- Competencies
  - Resources – allocating time, money, materials, space, and staff;
  - Interpersonal Skills – working on teams, teaching others, serving customers, leading, negotiating, and working well with people from culturally diverse backgrounds;
  - Information – acquiring and evaluating data, organizing and maintaining files, interpreting and communicating, and using computers to process information;
  - Systems – understanding social, organizational, and technological systems, monitoring and correcting performance, and designing or improving systems;
  - Technology – selecting equipment and tools, applying technology to specific tasks, and maintaining and troubleshooting technologies.

C. Program Length

Certificate programs containing the features and characteristics outlined above should generally range from 12 credit hours to 36 credit hours in length. Proposals for programs with fewer than 12 credit hours or more than 36 credit hours should include a compelling rationale for either a shorter or longer program.
UPDATE: TECHNICAL EDIT TO
KCTCS BOARD OF REGENTS POLICY 4.11
POLICY ON PROGRAM APPROVAL

With the approval of the revision of KCTCS Board of Regents Policy 4.12 Collaborative Program Development, a technical edit becomes necessary in KCTCS Board of Regents Policy 4.11 Policy on Program Approval.

The technical edit is to add “associate in fine arts degree” to the list of degree programs in the first paragraph.
4.11 Policy on Program Approval

The Board of Regents must approve for KCTCS institutions all new programs that lead to the awarding of an associate in arts degree, associate in fine arts degree, associate in science degree, associate in applied science degree, and a diploma. In order to enhance the System's responsiveness to business and industry pursuant to the goals of the Kentucky Postsecondary Education Improvement Act of 1997 (as amended), the KCTCS President may approve new credit certificate programs upon recommendation by the KCTCS Chancellor. The KCTCS Board of Regents must ratify the approval of certificate programs at its next regularly scheduled meeting following the KCTCS President's approval.

KCTCS institutions submitting new program proposals must meet all equal opportunity employment and affirmative action eligibility criteria. New programs must support the Kentucky Postsecondary Education Improvement Act (as amended) goals of being responsive to the needs of students and employers, avoiding unnecessary program duplication, and increasing inter-institutional collaboration. New programs must adhere to all KCTCS program approval policies and procedures, the KCTCS Policy on Collaborative Program Development, and all applicable Council on Postsecondary Education policies and procedures.

As the chief executive officer of KCTCS, the KCTCS President is authorized to promulgate administrative procedures to implement this policy.

Date Approved by KCTCS Board of Regents
4-30-99

Date of Last Review
12-9-05; 12-4-09

Date of Last Revision
12-4-09

Chair, Board of Regents
12-9-05; 12-4-09

President, KCTCS
12-9-05; 12-4-09
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Information will be provided on the following Commission on Colleges of the Southern Association of Colleges and Schools (SACS) Committee visits:

Governor’s Higher Education Workgroup Affordability Subcommittee Meeting

The Governor’s Higher Education Workgroup Affordability Subcommittee met at the Louisville Urban League on October 8, 2009, to discuss draft recommendations for student aid and transfer. The meeting included presentations of preliminary data associated with the new definitions for transfer and summaries of 2008-09 state financial aid awarded by income along with 2008-09 Kentucky Educational Excellence Scholarship, College Access Program, and Kentucky Tuition Grant disbursements.

Governor’s Higher Education Workgroup Meeting

On October 29, 2009, the Governor’s Higher Education Workgroup met at the Council on Postsecondary Education to continue discussion, revision, and prioritization of the draft recommendations for student aid, transfer, and operating efficiencies and cost containment. The final report includes the following recommendations for transfer:

- Encourage the development of statewide joint admissions/enrollment programs between KCTCS and four-year institutions, as well as institutional scholarships for students who transfer from KCTCS to a Kentucky four-year institution. Expand upper division program offerings tied to joint admission and enrollment programs and offered through distance learning and resident instruction in alternative formats (e.g., accelerated and modular formats) and times (e.g., evenings and weekends).
- Align common learning outcomes for general education courses and majors to ensure comparable quality, rigor, and consistency with recognized national, regional, and/or professional standards. Lower division course credits applicable to either an Associate of Arts or Associate of Science degree will be fully transferable to related bachelor’s degree attainment at all public institutions.
- Establish guidelines at each campus to assure that a transfer student’s transcript is evaluated and credit decisions are made within a specified number of days of the student’s selection of a major. The guidelines should outline the institutional processes for students’ right to appeal transfer credit decisions and receive an expedient decision resolving any disputes about transfer of credit.
- Implement, promote, and sustain an electronic system that would help KCTCS and four-year institutions connect their existing infrastructure to offer a unified course articulation and transfer information system to meet the needs of students, transfer advisers, registrars, faculty, and other stakeholders. This system would articulate the sequence of courses students should take to maximize transfer of credit for the most common degree programs, as well as indicate whether a course would count toward general education or major requirements.
- Encourage transferability of credit for experiential learning, as demonstrated through CLEP tests and other methods. Experiential learning is college-level learning that is recognized by regional accrediting bodies. If institutional policies adhere to nationally recognized standards and procedures, this will alleviate barriers to the transfer of credit for learning acquired outside the college classroom.
- Provide professional development opportunities to high school counselors to inform them of the opportunity for high school students to begin their higher education experience at KCTCS and transfer to a four-year institution, or go directly to a four-year institution.

A copy of the final report with recommendations is available on the Council’s web site at:
Transfer Meeting with the University of Kentucky

On October 1, 2009, representatives from the KCTCS Chancellor’s Office met with representatives from the University of Kentucky (UK). Discussion included an overview of KCTCS President Michael B. McCall’s meeting with UK President Lee Todd in December 2008, opportunities to enhance transfer from KCTCS to UK, and next steps for partnership/discussions related to transfer between KCTCS and UK. Some opportunities to enhance transfer between KCTCS and UK include:

- Expanding the Blue Plus joint admission/joint enrollment program across KCTCS, including access to online courses as part of the program.
- Enhancing the academic pathway guides that have been developed for use between Bluegrass Community and Technical College and UK for use systemwide.
- Circulating the UK Transfer Newsletter to KCTCS transfer contacts.
- Developing a transfer orientation specific to KCTCS students.
- Continuing participation and support of transfer recruitment activities, such as transfer fairs and transfer days at KCTCS campuses.
- Creating communications highlighting the advantages of completing the credential at KCTCS prior to transfer to UK.
- Convening KCTCS and UK faculty to discuss curriculum changes, including recent general education changes.
- Modifying the structure of the Trustee Scholarship to allow students to apply in spring as well as removing the requirement to be a KCTCS student the semester immediately preceding the award of the scholarship.
- Meeting quarterly to follow-up on progress and discuss new questions and opportunities.
As of October 30, 2009, KY WINS has funded 25 career pathway projects and 818 business and industry training projects.

The status of the 818 business and industry training projects is:
- 681 completed.
- 137 active.

To date, the average wage for trainees is $22.85; and 144,392 participants are projected to be served through training and assessment.

From July 1, 2009, through October 30, 2009, KCTCS colleges awarded 9,377 hours of academic credit to 7,634 individuals and provided non-credit training for 421 individuals for 3,446 clock hours through KY WINS projects.