I. Academic Affairs and Curriculum Committee
*2:00 p.m. (ET), December 4, 2014
Conference Room 102A
KCTCS System Office
Versailles, Kentucky

Call to Order

Roll Call

Approval Minutes
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1. **Action:** Ratification of New Credit Certificate and Diploma Programs ........................................83

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   b. Associate in Applied Science in Physical Therapy Assistant for Maysville Community and Technical College................................................................. 93

4. Action: Exception Request for Total Credit Hour Limit:
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5. Update: Student Services .................................................................................................................101

6. Update: KCTCS-TRAINS .................................................................................................................105

Next Meeting – March 12, 2015

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.
CALL TO ORDER

Academic Affairs and Curriculum Committee Chair Henson called to order the meeting of the Kentucky Community and Technical College System Board of Regents Academic Affairs and Curriculum Committee at 2:07 p.m. (CT) on September 18, 2014. The meeting was held in Room 310 of Building STC (Sullivan Technology Center) at Henderson Community College in Henderson, Kentucky. Chair Henson announced that the press was notified of the meeting on September 10, 2014.

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

APPROVAL OF MINUTES

Chair Henson called for a motion to approve the minutes of the June 12, 2014, meeting of the Academic Affairs and Curriculum Committee.

MOTION: Mr. Martin moved and Ms. Carroll seconded that the minutes of the June 12, 2014, KCTCS Board of Regents Academic Affairs and Curriculum Committee be approved.

VOTE: The motion was approved unanimously.

ADDITIONS OR CHANGES TO THE AGENDA

There were no additions or changes 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 Henson called on KCTCS Chancellor Jay Box to provide additional information related to the recommendation. Dr. Box 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 certificates 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 policies and procedures.

MOTION: Mr. Tarter moved and Dr. Fultz 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 Henson called for a vote.

VOTE: The motion was approved unanimously.

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

RECOMMENDATION: That the KCTCS Board of Regents approve the awarding of KCTCS colleges’ candidates for degrees and diplomas and ratify certificates as presented in the supplemental booklet, *KCTCS Candidates for Credentials April 15, 2014, through July 21, 2014*, with the credentials (degrees, diplomas, and certificates) to be awarded to the candidates upon certification that the requirements have been satisfactorily completed.

Chair Henson called on Dr. Box to present the candidates for credentials. Dr. Box noted that for the period of April 14, 2014, through July 21, 2014, there were 20,210 credential requests (13,276 of which are unduplicated), including 12,474 certificates; 1,328 diplomas; 1,976 associate in arts; 1,303 associate in science; 3,125 associate in applied science; and 4 associate in fine arts.

MOTION: Ms. Carroll moved and Mr. Buell 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 15, 2014, through July 21, 2014*, with the credentials (degrees, diplomas, and certificates) to be awarded to the candidates upon certification that the requirements have been satisfactorily completed.

Chair Henson called for a vote.

VOTE: The motion was approved unanimously.

**ACTION: NEW PROGRAM PROPOSALS—ASSOCIATE IN APPLIED SCIENCE (AAS) IN AGRICULTURAL STUDIES FOR OWENSBORO**

RECOMMENDATION: That the KCTCS Board of Regents approve an Associate in Applied Science (AAS) in Agricultural Studies with tracks in Food and Farm Management and Production Agriculture Operations and a diploma in General Agricultural Studies for Owensboro Community and Technical College (OCTC) to be implemented in spring 2015.

Chair Henson called on Dr. Box to introduce the college representatives to present the Agricultural Studies program proposal. Dr. Box called on OCTC President/CEO James Klauber to discuss the need for this program. Dr. Klauber
also introduced Vice President of Academic Affairs Scott Williams, Southeast Campus Director and Head of Personal Services and Skill Trades Division Mike Rodgers, and Agriculture Studies Program Director Chelsea Williams.

Dr. Box noted that OCTC will be the first KCTCS college to offer the AAS in Agriculture Studies. There are no other two year programs that exist in the state of Kentucky or within KCTCS to meet the demand for farmers for local food production systems.

Dr. Klauber and Ms. Williams explained that the proposal for the Agricultural Studies program at OCTC is in response to programs needed to train new farmers and preserve Kentucky’s small family farms. New agricultural programs are needed to provide training specifically for new diversified farmers actively participating in the local food systems, most importantly the farm-to-table programs throughout the country.

Dr. Williams and Ms. Williams noted that this program will fill a needed niche in higher learning to provide the training required to maintain or take over family farms and preserve the farmland in the state to continue to produce food for future generations.

Dr. Klauber and Mr. Rodgers stated that funds used to initiate this program will be reallocated from the current Agricultural Technology degree program at OCTC.

Chancellor Box recommended the program. He also shared with the committee that the total number of programs approved by the Board since 1998 is 4,092 and that the number of programs deactivated since then is 891.

Chair Henson called for a motion.

MOTION: Dr. Fultz moved and Mr. Buell seconded that the Academic Affairs and Curriculum Committee recommend that the KCTCS Board of Regents approve an Associate in Applied Science (AAS) in Agricultural Studies with tracks in Food and Farm Management and Production Agriculture Operations and a diploma in General Agricultural Studies for Owensboro Community and Technical College (OCTC) to be implemented in spring 2015.

Questions regarding the feedback of the community were addressed by Ms. Williams and Mr. Rodgers. Dr. Klauber addressed questions about how the Agricultural Studies program is currently being discussed with the Future Farmers of America (FFA) chapters at the local high schools. Dr. Williams and Ms. Williams further discussed the need for this program, including the demand (and lack of supply) for fresh produce in the market.

Chair Henson called for a vote.

VOTE: The motion was approved unanimously.
RECOMMENDATION: That the KCTCS Board of Regents approve the proposed revision of KCTCS Board of Regents Policy 2.1 KCTCS Definition of Faculty, Faculty Rank, and Faculty Titles. (See Attachment A.)

Chair Henson called on Dr. Box to present this item.

A revision of KCTCS Board of Regents Policy 2.1 is proposed in order to add an additional faculty rank of Lecturer to the existing KCTCS faculty ranks of Instructor, Assistant Professor, Associate Professor, and Professor.

This revision proposes a flexible faculty rank that can provide service to a KCTCS college in response to the changing role and scope of faculty in today’s technologically advanced higher education environment. It creates a faculty rank that can be utilized in rapidly expanding non-traditional settings, new teaching methodologies online, and hybrid course delivery.

The addition of a new Lecturer rank allows KCTCS to implement best practices for online education and prepares the organization to meet the expanding needs of delivering quality education to Kentucky citizens.

Lecturer-ranked faculty will be required to meet hiring criteria as governed by SACS, KCTCS, and institutional policies. They will be evaluated using the KCTCS Performance Planning and Evaluation (PPE) form; their assigned areas of activity will be determined in consultation with their college president or Chief Academic Officer. Lecturer-ranked faculty will be compensated at the same rate as Instructor-ranked faculty as designated in the KCTCS Salary Schedule. They will be hired as term contract faculty and will not be eligible for promotion in rank.

Chair Henson called for a motion.

MOTION: Mr. Martin moved and Ms. Carroll seconded that the Academic Affairs and Curriculum Committee recommend that the KCTCS Board of Regents approve the proposed revision of KCTCS Board of Regents Policy 2.1 KCTCS Definition of Faculty, Faculty Rank, and Faculty Titles.

Chair Henson called for a vote.

VOTE: The motion was approved unanimously.

UPDATE: PROGRAM DEACTIVATIONS

Chair Henson called on Dr. Box to address this item.

Dr. Box noted that program proposals may be presented at any of the quarterly KCTCS Board of Regents meetings. The viability of programs is part of an ongoing college institutional effectiveness process. The Council on Postsecondary Education (CPE) monitors program productivity on a five year cycle for existing programs and a three year cycle for new programs. KCTCS colleges notify the KCTCS Chancellor’s Office when they want to deactivate a program. The
KCTCS Chancellor’s Office then reports the deactivations to CPE. These deactivations are provided to the KCTCS Board of Regents on an annual basis.

A deactivated program is an academic program that no longer accepts new students as of a specified date but allows current or previously accepted students to complete the program. The deactivated program can be reopened within a five year period without going through the new program approval process. After the five year period, if the program has not been reopened, it is considered closed.

KCTCS program deactivations (2013-14) were presented in the supplemental booklet provided to the committee.

Chair Henson called for discussion.

During the discussion it was noted that most program budgets once they are deactivated are reallocated to other existing or proposed programs.

Chair Henson called on Dr. Box to address this item. Dr. Box noted the following:

**UPDATE: BACCALAUREATE STUDENT TRANSFER**

KCTCS Transfer Summit 2014
- KCTCS is taking a stand as the driver of transfer student success within the Commonwealth. As part of President McCall’s MOMENTUM Initiative, KCTCS hosted a Transfer Summit for postsecondary education leaders across the state on April 3, 2014.

KCTCS Transfer Peer Team Meeting
- The KCTCS Transfer Peer Team met in May to maximize and expand on the momentum established through the KCTCS 2014 Transfer Summit.
- The team hosted regional transfer summits in March and June and have plans for additional events to be held in eastern, central, and western Kentucky during spring 2015 to provide opportunities for two- and four-year regional partners to collaborate regarding transfer services, develop programming, and raise awareness on scholarship availability.

KCTCS and CPE: Kentucky Transfer Madness
- In March 2014 KCTCS, along with 22 of Kentucky's four-year institutions, CPE, and the Kentucky Higher Education Assistance Authority, collaborated for Transfer Madness, a 12-hour online transfer fair.
- One of the goals of House Bill 160 (2010) is to eliminate the barriers students encounter when trying to transfer to a four-year institution. Transfer Madness supports CPE’s “Stronger by Degrees” strategic agenda to improve the quality of Kentucky's workforce by increasing the number of students who transfer from KCTCS colleges to four-year institutions.
- Of the more than 1,500 people who attended, 68 percent were from Kentucky; and 50 percent were current college students.
- The event also drew more than 400 high school students. This event is designed to connect potential transfer students with transfer advisors, scholarship information, financial aid, and more at statewide institutions.
KCTCS and Western Kentucky University

- In June 2014 more than 100 higher education professionals participated in a regional transfer summit in Bowling Green sponsored by KCTCS, Southcentral Kentucky Community and Technical College, and Western Kentucky University (WKU).
- This summit was an opportunity to raise awareness and strengthen the partnerships that have been forged as a result of joint admissions agreements between WKU and several KCTCS colleges.
- Faculty, staff, and administrators from at least 10 KCTCS colleges and the System Office connected and engaged with representatives from WKU. WKU Admissions, Financial Aid, and the Academic Advising and Retention Center staff as well as coordinators and academic department representatives provided vital information about the transfer process and resources that are available for students who transfer from KCTCS.

Kentucky Transfer Pathways

- In the last quarter KCTCS advanced transfer for Kentucky students through working with four-year public partners to increase transfer pathways available to students at www.KnowHow2Transfer.org.

KCTCS and Southern Illinois University-Carbondale

- KCTCS and Southern Illinois University Carbondale (SIU-C) established a transfer agreement for the KCTCS Associate in Applied Science (AAS) in Automotive Technology to Southern Illinois University Carbondale Bachelor of Science (BS) in Automotive Technology degree program.

KCTCS and University of Cincinnati

- KCTCS established a transfer agreement for AAS in Respiratory Care Practitioner (RCP) graduates to transfer into the University of Cincinnati (UC) BS in Respiratory Therapy degree program in April 2014.

KCTCS and Kentucky Wesleyan College

- In May 2014 KCTCS and Kentucky Wesleyan College (KWC) established a General Education transfer agreement for KCTCS AA or AS degree recipients to articulate into Kentucky Wesleyan College.

NEXT MEETING

Chair Henson announced that the next regularly scheduled meeting of the KCTCS Board of Regents Academic Affairs and Curriculum Committee is December 4, 2014, at the KCTCS System Office, Versailles, Kentucky.

ADJOURNMENT

Ms. Carroll moved and Dr. Fultz seconded that the Academic Affairs and Curriculum Committee meeting adjourn.

VOTE: The motion was approved unanimously, and the meeting adjourned at 2:54 p.m. (CT).
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.
# KCTCS Certificate Programs

For Ratification by the
KCTCS Board of Regents
December 5, 2014

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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 July 22, 2014 – October 6, 2014*, with the credentials (degrees, diplomas, and certificates) to be awarded to the candidates upon certification that the 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 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).
Recommendation

That the Board of Regents approve an Associate in Applied Science (AAS) in Industrial Maintenance Technology (IMT), with a track in Industrial Maintenance Technology for Ashland Community and Technical College (ACTC) to be implemented in fall 2015.

Rationale

- The proposed AAS degree is consistent with the missions of the Kentucky Community and Technical College System (KCTCS) and Ashland Community and Technical College and supports the statewide postsecondary education strategic agenda and the statewide strategic implementation plan.
- Increased adoption of sophisticated manufacturing machinery and automation, including the use of many new computer-controlled machines in factories and manufacturing plants, is expected to spur demand for maintenance workers, as they will require more highly skilled mechanics to keep the machines in good working order.
- Industries in the service area of ACTC have expressed a need for highly trained industrial maintenance personnel. By providing training above the certificate level, ACTC will be responding to industry needs while addressing the strategic agenda. The other KCTCS colleges offering the AAS in IMT are more than 100 miles away.
- According to Workforce Kentucky, occupational projections for the estimated number of installation, maintenance, and repair workers employed in Kentucky in 2010 was 83,480. It is projected that by 2020 there will be 95,650 workers employed. The median wage for industrial machinery mechanics and maintenance workers in manufacturing in Kentucky is $44,021.
- Ashland Community and Technical College is currently approved to offer a diploma and certificates in Industrial Maintenance Technology and has the facilities, equipment, and faculty available to support this program.
- Due to the fact that the proposed AAS in Industrial Maintenance Technology is an extension of an existing program, there are no new costs for implementation. Further, because the proposed program will better meet the needs of the industry sector, the college anticipates an increase in enrollment, resulting in an increase in tuition.

Background

According to the Kentucky Public Postsecondary Education Diversity Policy and Framework for Institution Diversity Plan Development, Ashland 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 Industrial Maintenance Technology

Ashland Community and Technical College

A Proposal for Initiation of a New Degree Program

Centrality to the Institution’s Mission and Consistency with State’s Goals

Ashland Community and Technical College (ACTC) is a public, comprehensive, postsecondary institution focused on student success. In support of this mission, the college provides affordable, quality education and training for a diverse community of students. Through student-focused programs and services, ACTC provides students with opportunities for lifelong learning and success through the achievement of certificates, diplomas, and associate degrees. As a member of the Kentucky Community and Technical College System (KCTCS), Ashland Community and Technical College has campuses located at College Drive in Ashland, the Roberts Drive Campus, and its newest campus on Technology Drive. The college provides high quality, affordable education and awards certificates, diplomas, and associate degrees in technical areas and the Associate in Arts and Associate in Science for those persons transferring to programs at four-year colleges and universities. A strong commitment to community economic development, customized workforce training, and adult and continuing education makes the college a vital force in its service area.

The proposed program with its embedded credentials addresses the above components of the mission statement. This program conforms to the mission of ACTC by providing workers with technical skills needed to compete and succeed in today’s industrial workforce.

Program Quality and Student Success

The Associate in Applied Science in Industrial Maintenance Technology (IMT) program provides graduates with 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 may hold positions in factories, hospitals, hotels, etc. where multi-skilled maintenance personnel are needed. Courses in air conditioning, electricity, computerized manufacturing and machining, metal fabrication, and welding are included.

Program Demand/Unnecessary Duplication

Ashland Community and Technical College is approved to offer the diploma and certificates in Industrial Maintenance Technology. The proposed AAS in Industrial Maintenance Technology will provide additional credentials for students. The Occupational Information Network (O’NET) projects employment of industrial machinery mechanics and maintenance workers is expected to grow 17 percent from 2012-22, faster than average for all occupations. Growth of employment
for industrial maintenance workers will average 7 to 13 percent by 2018. In addition, Workforce Kentucky projects 14 annual job openings in the FIVCO planning area. Industries in the service area of ACTC have expressed a need for highly trained industrial maintenance personnel. By providing training above the certificate level, ACTC will be responding to industry needs and addressing the strategic agenda, *Stronger by Degrees*, established by the Kentucky Council on Postsecondary Education (CPE). The other KCTCS colleges offering the AAS in IMT are more than 100 miles away.

**Cost and Funding of the Proposed Program**

Ashland Community and Technical College currently offers the diploma and certificates in the Industrial Maintenance Technology program. The general education courses needed for the AAS in IMT program are also currently offered at ACTC. Therefore, ACTC has access to facilities, equipment, and faculty needed to support the program. No new funding is required for implementation.

**Program Review and Assessment**

All academic programs participate in the ACTC program review and evaluation process on an annual basis. The process evaluates program strengths, weaknesses, and needed improvements. The IMT program also has an advisory board consisting of local industry representatives who contribute to the evaluation and review of the program.

**Conclusion**

The proposed AAS degree program is consistent with the missions of KCTCS and Ashland Community and Technical College and supports the statewide postsecondary education strategic agenda and the statewide strategic implementation plan. There is an approved curriculum for the program. Local and state needs support the establishment of this program. A program evaluation plan is in place, and ACTC has resources available to implement the program.
Recommendation

That the Board of Regents approve an Associate in Applied Science (AAS) in Physical Therapist Assistant for Maysville Community and Technical College (MCTC) to be implemented in fall 2015.

Rationale

- The proposed AAS degree is consistent with the missions of the Kentucky Community and Technical College System (KCTCS) and Maysville Community and Technical College and supports the statewide postsecondary education strategic agenda and the statewide strategic implementation plan.
- Local businesses in the service area have shown strong support for the Physical Therapist Assistant (PTA) program, including projections of new job openings, willingness to serve on the advisory committee, and volunteering to serve as clinical training sites for future students.
- The Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2013-14 Edition*, reports that the employment of physical therapy assistants is expected to grow by 41 percent from 2012-22, which is on track with the increase in all occupations. However, the publication also states that the demand for physical therapy services is expected to increase in response to the healthcare needs of an older population and growing rates of chronic conditions, such as diabetes and obesity. Kentucky statistics from the *Kentucky Occupation Outlook to 2020* shows a growth of nearly 42.75 percent in the area of healthcare practitioners and technical occupations and healthcare support occupations. Therefore, the growth of the PTA field in Kentucky is expected to be faster than that of the overall growth across the entire country. According to the *Career One Stop*, the average wage in Kentucky is reported to be $23.71 per hour with an annual salary of $49,319.
- Currently, there are no similar programs that meet the demand for physical therapist assistants within 60 miles of the MCTC Maysville Campus. This program would service the needs of the northcentral Kentucky region.
- MCTC enrollment data from spring 2009 through spring 2012 indicate that the number of students enrolled in health pending programs is 50 percent higher than those students admitted to a selective health admission program. As evidenced by this trend, the addition of the Physical Therapist Assistant program will provide an additional path for allied health pending students to follow.
- Funds used to initiate the program will be reallocated from the current General Occupational Technical Studies degree program at MCTC and through access to Perkins Grant funds.
**Background**

According to the *Kentucky Public Postsecondary Education Diversity Policy and Framework for Institution Diversity Plan Development*, Maysville 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 Physical Therapist Assistant

Maysville Community and Technical College

A Proposal for Initiation of a New Degree Program

Centrality to the Institution’s Mission and Consistency with State’s Goals

Maysville Community and Technical College (MCTC) is a public, open access, comprehensive, postsecondary institution focused on student success. In support of this mission, the college provides affordable, quality education and training for a diverse community of students. Through student-focused programs and services, MCTC provides students with opportunities for lifelong learning and success through the achievement of certificates, diplomas, and associate degrees.

The college provides affordable training and awards in the following areas:
- Certificate, diploma, associate degrees, and transfer programs.
- Developmental, adult, and continuing education.
- Workforce and customized training.
- Support services for the enhancement of student learning and success.

Maysville Community and Technical College is a member of the Kentucky Community and Technical College System (KCTCS) with multiple campuses and extensions throughout north-central and northeastern Kentucky. MCTC supports the attainment of the statewide educational goals of ensuring more of its citizens complete college with the skills and abilities to be productive and engaged citizens, of producing high-demand degrees, of increasing the educational attainment of its workforce, and of improving its communities.

This proposed Associate in Applied Science in Physical Therapist Assistant (PTA) is consistent with the KCTCS and institutional missions. It will prepare individuals to serve in the high-demand health care environment as a physical therapist assistant.

Program Quality and Student Success

The Physical Therapist Assistant program provides students with the opportunity to acquire the necessary skills to work under the supervision of a registered physical therapist in a rehabilitation clinic, hospital, or other health agency.
The physical therapist assistant works in a hands-on situation under the supervision of a physical therapist in providing patient services for the prevention and alleviation of physical impairment and the restoration of function.

Upon completion of the program, the graduate is prepared and eligible for the national certification examination as a physical therapist assistant.

**Program Demand/Unnecessary Duplication**

The Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2012-13 Edition*, reports that the employment of physical therapist assistant is expected to grow by 41 percent from 2012-22, which is on track with the increase in all occupations. However, the publication also states that the demand for physical therapy services is expected to increase in response to the healthcare needs of an older population and growing rates of chronic conditions, such as diabetes and obesity. Kentucky statistics from the *Kentucky Occupation Outlook to 2020* shows a growth of nearly 42.75 percent in the area of healthcare practitioners and technical occupations and healthcare support occupations. The growth of the physical therapist assistant field in Kentucky is, therefore, expected to be faster than that of the overall growth across the entire country. According to *Career One Stop*, the average wage in Kentucky is reported to be $23.71 per hour with an annual salary of $49,319.

There are currently no similar programs that meet the demand for physical therapist assistant within 60 miles of the MCTC Maysville Campus.

**Cost and Funding of the Proposed Program**

Maysville Community and Technical College has a faculty line of funding already in place for the Physical Therapist Assistant program reallocated from current General Occupation Technical Studies funding. Therefore, no new money will be required for the faculty position needed to support the PTA program. Funding for equipment and supplies will be provided from Perkins Grant money in the first three years, as well as from increased tuition generated from the new students entering the program.

**Program Review and Assessment**

Program evaluation and improvement will be an important component of the PTA program. Evaluation of the program will take place through a comprehensive and continuous quality management and assurance system approach. Both internal and external evaluation mechanisms will be implemented. Internal evaluation will be used to assess the instructional effectiveness of the program from the student’s perspective. The internal assessment plan includes measurements on program outcomes and admission, retention, graduation, and placement rates. This information will inform the faculty of needed changes in pedagogy or the courses/curriculum. External and internal evaluations will occur through the accreditation self-study process in which results for the graduates on the Commission on Accreditation in Physical Therapy Education (CAPTE), which is utilized as the licensure exam, will be examined. Additionally, the use of an advisory committee from the PTA program will provide feedback on
the expectations of employers in the field. This group of experts will be crucial to the continuous improvement of the program.

Conclusion

The proposed AAS degree is consistent with the missions of the KCTCS and Maysville Community and Technical College and supports the statewide postsecondary education strategic agenda and the statewide strategic implementation plan. There is an approved curriculum for the program. Local and state needs support the establishment of this program. A program evaluation plan is in place, and Maysville Community and Technical College has the resources available to implement this program successfully.
Recommendation

That the Board of Regents approve an exception request for total credit hour limit of 62-71 credit hours for the Associate in Applied Science (AAS) in Industrial Maintenance Technology for nine colleges to be implemented in spring 2015.

- Ashland Community and Technical College (pending approval at the December 5, 2014, KCTCS Board of Regents meeting)
- Bluegrass Community and Technical College
- Elizabethtown Community and Technical College
- Gateway Community and Technical College
- Henderson Community College
- Jefferson Community and Technical College
- Southcentral Kentucky Community and Technical College
- Somerset Community College
- West Kentucky Community and Technical College

Rationale

- KCTCS faculty collaborated with industry members of the Kentucky Federation for Advanced Manufacturing Education (KYFAME) developing additional curriculum, which is above 68 total credit hours, including specific Manufacturing Core Exercises (MCE) course content. Offered as complete course offerings, the additional concepts reflect industry expectations across Kentucky. In parallel, the additional hours reflect simultaneous revisions under consideration within the Duties and Standards for Industrial Maintenance and Mechatronics Technicians Draft developed by the National Institute for Metalworking Skills (NIMS).

- To meet employer expectations and student preparation outcomes in manufacturing maintenance practice required by KYFAME and also the draft NIMS standards, the total number of course credit hours required to meet these objectives and standards exceeds total program hours above the allowable program 68 total credit hour limit. In order to meet SACS accreditation standards for AAS general education credit hours, the total number of credit hours for the Associate in Applied Science in Industrial Maintenance Technology will be 62-71 credit hours.

Background

The KCTCS Board of Regents Policy 4.12 Policy on Collaborative Program Development was revised on June 12, 2009 (updated 12/4/09 and 6/15/12), which set lower total credit hour maximums for the AA, AS, AAS, and diploma (with an AAS exception request process). The credit hour limit for an AAS was set as 60-68 credit hours. 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.
According to KCTCS Policy 4.12, existing programs had 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.

A copy of the exception request with supporting documentation has been forwarded to each member of the Board’s Academic Affairs and Curriculum Committee.
Go KCTCS! Student Service Center
This was the first fall semester in which all 16 KCTCS colleges were live with all phases of the Go KCTCS! Student Service Center. From July to November nine systemwide outbound campaigns were conducted for fall and spring term admissions. The campaigns encouraged current and prospective students to apply and enroll at their local KCTCS college.

Systemwide Outbound Campaigns
There are a variety of outbound campaigns underway for fall 2014 designed to influence future term enrollments. Ten campaigns (six systemwide, three Learn on Demand, one Accelerating Opportunity Kentucky) will be completed during the fall semester. These are a combination of live agent and recorded calls to enhance recruitment and retention initiatives.

The campaigns for Learn on Demand are:
- To re-engage former Learn on Demand students and encourage their re-enrollment.
- To contact students who have inquired previously but did not apply. This particular campaign provides the opportunity to highlight the LoD changes that launched in August which benefit the student experience.
- To encourage students who have a current application to register.

The systemwide campaigns consist of:
- Students who have applied for a previous term but are not yet enrolled for spring 2015.
- Students with missing Financial Aid and Admissions checklist items.
- Students who applied for spring 2015 but are not yet enrolled.

Student Retention: Starfish Update
KCTCS student retention software continues to be updated with college-specific services. Students are allowed to browse multiple services available at their home college, such as tutoring, disability services, advising centers, student support services, testing centers, career services, etc., and schedule service-based appointments.

Since its launch this spring, more than 4,000 instructors have accessed Starfish. Initial progress surveys for fall 2014, during which instructors could review class rosters, raise flags (concerns), make referrals (help), and give kudos (compliments), have been completed. Approximately 3,200 instructors completed surveys with over 67,700 tracking items raised. This new virtual retention strategy provides and enhances student academic success.

KCTCS Diversity Peer Team and Student Service Affairs Council
On September 26, 2014, members of the KCTCS Diversity Peer Team and Student Affairs Council met in joint session at the Newtown Pike Campus of Bluegrass Community and Technical College. During the joint session, team and council members received updates on Title IX requirements and compliance, cohort default rates, and financial audit findings; they
discussed cultural diversity assessment reporting processes as well as systemwide efforts to address student achievement gaps. Participants were also engaged in two development opportunities: Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Issues in Higher Education and The History, Roles, and Responsibilities of KCTCS Councils and Peer Teams.

**KCTCS Hosted Meeting of the CPE Committee on Equal Opportunities**

On October 22, 2014, KCTCS hosted the quarterly meeting on the CPE Committee on Equal Opportunities. The meeting agenda and materials are available at the CPE website [http://cpe.ky.gov/committees/ceo/2014meetings.htm](http://cpe.ky.gov/committees/ceo/2014meetings.htm). After receiving greetings from KCTCS Vice President Dr. Gloria McCall, the CPE-CEO discussed the outcomes of three universities 2012-13 diversity assessment findings. CPE staff introduced an initial plan to evolve the annual degree eligibility assessment as well as align it with the annual diversity assessment. The CPE-CEO in collaboration with institutional representatives from academic affairs, diversity, and legal will further discuss the details of the proposed alignment during the next several months.

**KCTCS Global Studies International Partnership Workgroup**

On October 24, 2014, the KCTCS Global Studies International Partnership (GSIP) Workgroup met for a strategic internationalization workshop. Representatives from 14 colleges participated. The Community Colleges for International Development, Inc. (CCID) facilitated this pragmatic workshop. Participants self-evaluated internationalization efforts at their institutions and collaborated to create a systemwide capability profile. The interactive session led to the development of a set of talking points about the value of internationalization within KCTCS as well as a set of priorities and goals. These items constitute the beginnings of a System case for internationalization as well as a systemwide plan to guide implementation.

**KCTCS Strategic Enrollment Planning**

In November 2014 the KCTCS Contract Office released a Request for Proposal (RFP) to acquire strategic enrollment management services. The strategic portfolio project will improve organizational and student success through the development and adoption of a strategic enrollment plan. The plan will aid the organization in accomplishing the vision, mission, and goals outlined in the KCTCS strategic plan and business plans. The plan calls for the creation and execution of System and college programs and services to recruit, retain, and support more students toward successful outcomes, such as transfer, graduation, and jobs.

**KCTCS Recruits Minority Scholars at Southern Regional Education Board Faculty Institute**

To advance the **KCTCS 2010-16 Strategic Plan** performance metric Workforce Diversity, a team of KCTCS personnel attended the **Southern Regional Education Board (SREB) Faculty Compact Conference** in Atlanta, Georgia, October 30-November 1, 2014. During the faculty recruitment trip, KCTCS received contact information from approximately 30 pre-doctoral, doctoral, and post-doctoral scholars from across the nation. In an effort to connect these scholars with KCTCS institutions, this information has been shared with college representatives, including Chief Academic Officers, Human Resource Directors, and Diversity Directors.
**eTranscript Initiative**
KCTCS participated in the implementation of the eTranscript Initiative, which allows high school students to send their transcripts electronically to their chosen KCTCS college. Kentucky’s eTranscript is a collaboration among the Council on Postsecondary Education (CPE), the Kentucky Department of Education (KDE), and the Kentucky Higher Education Assistance Authority (KHEAA). Students can request their transcripts any day or time online at Parchment.com.

**Default Prevention Management Services**
In response to the rising student loan default rates within each of the 16 colleges, KCTCS initiated a Request for Proposal (RFP) process to provide default management services for all 16 colleges. Ten vendors submitted proposals; three were selected and awarded a contract to provide services to the System. The selected vendors were KHEAA, EdFinancial, and American Student Assistance (SALT).

**Cohort Default Rates**
The most recent student loan cohort default rates were issued from the Federal Department of Education (DOE) in September. As a result of an increase in the cohort default rate for several colleges, KCTCS partnered with KHEAA to assist in preparing appeal options for each college. Ashland is the first school with a decision from the DOE, which resulted in a reduction of their FY 2011 Cohort Default Rate (CDR) from 28.6 percent to 28.3 percent. West Kentucky has also had an appeal approved which reduced their rate from 23.3 percent to 23.2 percent.

<table>
<thead>
<tr>
<th>School Name</th>
<th>2009 Cohort Rate</th>
<th>2010 Cohort Rate</th>
<th>2011 Cohort Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashland Community and Technical College</td>
<td>28.1</td>
<td>30.3</td>
<td>28.3</td>
</tr>
<tr>
<td>Big Sandy Community and Technical College</td>
<td>23.2</td>
<td>31</td>
<td>29.6</td>
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<tr>
<td>Bluegrass Community and Technical College</td>
<td>21.2</td>
<td>25.5</td>
<td>25.2</td>
</tr>
<tr>
<td>Bowling Green Technical College*</td>
<td>23.2</td>
<td>25.2</td>
<td>32.1</td>
</tr>
<tr>
<td>Elizabethtown Community and Technical College</td>
<td>20.9</td>
<td>26.9</td>
<td>28.3</td>
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<tr>
<td>Gateway Community and Technical College</td>
<td>27.7</td>
<td>29.5</td>
<td>32.5</td>
</tr>
<tr>
<td>Hazard Community and Technical College</td>
<td>23.7</td>
<td>34.4</td>
<td>31.6</td>
</tr>
<tr>
<td>Henderson Community College</td>
<td>19.4</td>
<td>20</td>
<td>22.5</td>
</tr>
<tr>
<td>Hopkinsville Community College</td>
<td>22</td>
<td>21.8</td>
<td>17.7</td>
</tr>
<tr>
<td>Jefferson Community and Technical College</td>
<td>21.2</td>
<td>23.2</td>
<td>24.7</td>
</tr>
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</table>

*Name changed to Southcentral Kentucky Community and Technical College as of January 1, 2013.
<table>
<thead>
<tr>
<th>College</th>
<th>15</th>
<th>20.2</th>
<th>18.9</th>
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<tr>
<td>Madisonville Community College</td>
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<td></td>
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<tr>
<td>Maysville Community and Technical College</td>
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<td>26.4</td>
<td>30.9</td>
</tr>
<tr>
<td>Owensboro Community and Technical College</td>
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<td>Somerset Community College</td>
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<td>Southeast Kentucky Community and Technical College</td>
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<td>West Kentucky Community and Technical College</td>
<td>16.7</td>
<td>18.8</td>
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</table>
Beginning in fiscal year 2000-2001, KCTCS has supported and funded workforce development training. As of October 27, 2014, 25 career pathway projects and 1,628 business and industry training projects have been funded. The status of the 1,628 business and industry training projects is that 1,506 are completed and 122 projects remain active. These projects have provided training and assessment services for 242,142 participants.

From July 1, 2014, through October 27, 2014, KCTCS colleges awarded 5,330 hours of academic credit to 4,687 individuals and provided non-credit training for 588 individuals for 4,090 clock hours through workforce development training projects.

As shown in the chart below for fiscal year 2014-15, KCTCS has funded 37 business and industry training projects through October 27, 2014; the average wage is $31.16.

<table>
<thead>
<tr>
<th>Year</th>
<th>Average Trainee Wage</th>
<th>Number of Projects</th>
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<tbody>
<tr>
<td>00-01</td>
<td>$17.32</td>
<td>12</td>
</tr>
<tr>
<td>01-02</td>
<td>$18.03</td>
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<tr>
<td>02-03</td>
<td>$19.07</td>
<td>51</td>
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<td>03-04</td>
<td>$20.84</td>
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<td>04-05</td>
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<td>05-06</td>
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<td>06-07</td>
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<td>07-08</td>
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<tr>
<td>08-09</td>
<td>$24.82</td>
<td>144</td>
</tr>
<tr>
<td>09-10</td>
<td>$26.05</td>
<td>162</td>
</tr>
<tr>
<td>10-11</td>
<td>$24.95</td>
<td>160</td>
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<td>$25.22</td>
<td>166</td>
</tr>
<tr>
<td>13-14</td>
<td>$25.34</td>
<td>189</td>
</tr>
<tr>
<td>14-15</td>
<td>$31.16</td>
<td>37</td>
</tr>
</tbody>
</table>
Background

KCTCS-TRAINS updates are presented twice a year at the June and December Board meetings.