NORTHWEST TECH
NORTHWEST KANSAS TECHNICAL COLLEGE

Curriculum Handbook

Revised January 2022

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CURRICULUM & ASSESSMENT COMMITTEE CHARTER

Purpose of Committee: The purpose of the NWKTC Curriculum & Assessment Committee is to address key curriculum and assessment improvements. The work of this committee provides oversight of all of NWKTC curriculum and assessment improvements.

Committee Membership: The NWKTC Curriculum & Assessment Committee is comprised of faculty members, assessment coordinator, schedule coordinator, Registrar, and Dean of Academic Advancement.

Committee Function: The primary function of the committee is to ensure the quality and curricular integrity of all NWKTC program offerings, curriculum, and implementation and oversight of the outcomes assessment program. Other functions, tasks and responsibilities of the committee include (but are not limited to):

- Make recommendations regarding curriculum and assessment
- Facilitate program reviews
- Review new course/program development and deletion
- Review annual program assessment plans and results
- Provide input to the development of the institutional assessment program
- Address other academic and assessment issues as needed

Committee Meetings: The committee will meet on a monthly basis, or as needed.

Committee Accountability: The Curriculum and Assessment Committee may provide recommendations for policy changes to the Dean of Academic Advancement. Upon consideration and approval of requested policy change from the Dean of Academic Advancement, the request will be forwarded to the President for consideration and approval. The Curriculum & Assessment Committee will be directly responsible to the president of NWKTC. Minutes will be recorded for each meeting and distributed to faculty/staff as well as the president.

Curriculum & Assessment Committee Members are listed in the master committee list, maintained by the president.

POLICIES AND PROCEDURES FOR CURRICULUM DEVELOPMENT AND REVISION

1. Development of New Courses (For Adult Education, not for Academic Credit)

Policy Title: Adult /Community Education Courses

Responsible Division: Academic Advancement

Board Approval Date: January 2022

Policy Statement:

Consistent with our mission of promoting lifelong learning, NWKTC will offer non-academic coursework that is open to the general public. Community members are not required to apply for admission to the college prior to enrolling for the Adult/Community Education classes. These classes will not carry academic credit nor be eligible for any type of financial aid. Fees or charges for the courses will be assessed based on the costs of providing instruction, materials, facilities, and other pertinent incidentals. Instructors for the Adult/Community Education classes will not be subject to the credentialling guidelines as are instructors who teach academic credit courses. Proposals for Adult/Community Education classes are approved by the Dean of Academic Advancement and the President of NWKTC and do not need to go through the Curriculum and Assessment Committee. Participants in these courses are not counted as students for institutional reporting purposes.

Procedure:

1. Individual wishing to offer a course will submit a proposal to the Dean of Academic Advancement. The proposal shall indicate:
    a.   the purpose of the course
    b. target audience
    c. length of course (how many days/weeks/months)
    d. time/date/length of individual classes
    e. cost for materials, whether student purchases or instructor provides to students
    f. contact information for the instructor
    g. marketing/promotional blurb
2. The Dean of Academic Advancement will consult with the President to determine if/when/where to provide the course; the fee to charge participants; and the payment to be rendered to the instructor
3. The Dean of Academic Advancement will serve as liaison between the instructor and the college's marketing director to promote the course; business office to handle payments; and registrar office to handle enrollments.

2. Development of New Courses (for Academic Credit)

Policy Title: Development of New Academic Courses

Responsible Division: Academic Advancement

Board Approval Date: January 2022

Policy Statement:

In order to provide the most up-to-date and relevant career/technical programs, NWKTC will revise existing curriculum and develop new courses based on labor market demands and changing technologies. Curriculum updates/changes must originate with the program's Advisory Board. Upon approval by the Advisory Board (as evidenced by meeting minutes), the program instructors shall work with the Dean of Academic Advancement and Registrar to develop a proposal for submission to the NWKTC Curriculum and Assessment Committee.

Procedure:

See curriculum workflow.

3.   Development of New Technical Programs

Policy Title: Development of New Technical Programs

Responsible Division: Academic Advancement

Board Approval Date: January 2022

Policy Statement:

Consistent with our mission of preparing students for gainful employment, leading productive personal lives, and becoming lifelong learners, NWKTC will meet the needs of our service region by developing new programs for technical fields/industries. Based on input from multiple sources – county economic development coordinators, employers, and labor market analysis – NWKTC will determine the feasibility /sustainability of recruiting adequate numbers of students, recruiting qualified instructors, and allocating educational facilities, equipment and budget to the new program. NWKTC will comply with the requirements of the Kansas Board of Regents/Technical Education Authority in developing the application materials to be submitted for approval by KBOR/TEA.

Procedure:

See curriculum workflow.

See also the KBOR/TEA statement on Technical Program Criteria: (based on State Statute K.S.A. 71-1802)

https://www.kansasregents.org/resources/State_statute.pdf

4. Assigning Credit Hours to Courses

Policy Title: Calculating/Assigning Credit Hours to Courses

Policy Number:

Responsible Division: Academic Advancement

Board Approval Date: January 2022

Policy Statement:

Consistent with the Kansas Board of Regents guidelines for "coordinated institutions" the assignment of credit to academic coursework shall be as follows. (https://www.kansasregents.org/about/rules-regulations/coordinated-institutions-rules-regulations?start=4):

For 1 credit, the student shall have made satisfactory progress in the class which consists of

- "Lecture" – 750 minutes of class instruction
- "Lab" – 1125 minutes
- "OJT, Internship, Clinical" – 2700 minutes

The Dean of Academic Advancement shall ask program faculty to review their respective program guides periodically (when the Federal Compliance report is due to HLC) to ensure that each course consists of the requisite number of clock hours to warrant the credit hour allocation. While the clock hours may exceed the minimum standards indicated by KBOR, it is not permissible for the clock hours to be less than the minimum standards indicated by KBOR.

Procedure:

The program guide spreadsheets containing the clock to credit hour conversions shall be stored with the administrative assistant in the Dean of Academic Advancement's office.

When the institution is required to submit the Federal Compliance report to HLC, the administrative assistant shall distribute the program guide spreadsheets to the respective program faculty.

During the designated faculty meeting, the Dean of Academic Advancement shall review the KBOR minimum standards and work with faculty to update/revise the spreadsheets.

The Registrar and administrative assistant shall double check the revised spreadsheets to ensure accuracy.

The revised spreadsheets shall then be stored in the Dean of Academic Advancement office and made available to accreditation reviewers as needed.

5. Completion Requirements: Credit Hours for Programs

Policy Title: Completion Requirements: Credit Hours for Programs

Responsible Division: Academic Advancement

Board Approval Date: January 2022

Policy Statement:

To be consistent with the guidelines established by the Kansas Board of Regents, the following certificates/degrees shall be awarded based on the designated number credit hours (https://www.kansasregents.org/about/rules-regulations/coordinated-institutions-rules-regulations?start=5):

Certificate of Completion – programs consisting of 1-15 credit hours

Technical Certificate – programs consisting of 16-59 credit hours

- "Cert A" = 16-29 credtis
- "Cert B" = 30 – 44 credits
- "Cert C" = 45-59 credits

Associate of Applied Studies degree – programs consisting of 60-68 credit hours with at least 15 hours in general education and at least 30 credit hours in the specialized preparation.

AAS Note #1: the 68 credit hour maximum is waived if the technical program adheres to an external accreditation agency's clock or credit hour policies)

AAS Note #2: In February 2021, KBOR approved a change in the AAS degree CIP code and allocation of credit hours. The new requirements are as follows: CIP code 30.0000 Multi-Interdisciplinary Studies, General; credit hours must include 15 general education, and 45 credits from at least 2 disciplines; and the title is now the AAS in Applied Technologies.

RESOURCES: Kansas Board of Regents/Technical Education Authority relevant links to webpages.

KBOR Policies and Procedures for approval of courses and programs

https://www.kansasregents.org/academic_affairs/new_program_approval

https://www.kansasregents.org/about/policies-by-laws-missions/board_policy_manual_2/chapter_iii_coordination_of_institutions_2/chapter_iii_full_text#programs

Meeting Dates for KBOR:

https://www.kansasregents.org/about/regent_meetings_agendas_and_minutes

Meeting Dates for TEA:

https://www.kansasregents.org/workforce_development/technical_education_authority/tea_meeting_dates_agendas_and_minutes

K-TIP Report (employment and wage data to be used when submitting program proposals to TEA)

https://www.kansasregents.org/workforce_development/k-tip-report

KBOR Program Alignment (ensure transferability among schools offering CTE programs)

https://www.kansasregents.org/workforce_development/program-alignment

Seamless Systemwide Transfer

https://www.kansasregents.org/transfer_articulation

Kansas Higher Education Statistics

https://submission.kansasregents.org/ibi_apps/portal/BIP_Public2/KHEStats

CURRICULUM WORKFLOW

Steps In the Curriculum Revision/New Program Proposal Process:

Step #	Who	Task to be accomplished:	Done
PREPARATION for KBOR/TEA APPROVAL			
1	Dean of Academic Advancement with President	FOR NEW PROGRAMS: • compile research regarding labor market needs. • create an Advisory Board • go to Step # X	
2	Instructors	FOR NEW COURSES and/or CURRICULUM REVISIONS: • visit with the Registrar and Dean of Academic Advancement to discuss your proposal. • Go to step #X	
3	Instructors and Program Advisory Boards	ADVISORY BOARD APPROVAL: • Discuss proposal with your program Advisory Board for approval. • Make sure that a vote is taken and recorded in the minutes. • Submit minutes to Dean of Academic Advancement prior to moving forward in this workflow.	
4	President and Secretary for the Area Board of Control	AREA BOARD OF CONTROL APPROVAL: • Present new program proposals and/or curriculum revisions to the Area Board of Control for approval. • Record approvals in the minutes • Submit minutes to Dean of Academic Advancement for inclusion in necessary KBOR/TEA applications	
5	Registrar	COURSE NUMBERS/NAMES • obtain new course numbers and names if needed	
6	Instructors	C&A COMMITTEE APPROVAL • Present proposal to the Curriculum and Assessment committee. • The committee may decide whether to approve or to ask for revision and another presentation.	
KBOR/TEA APPROVAL PROCESSES: Depending on the type/extent of proposal, either submit to KHEDS or prepare the CA1 or CA2 packet for TEA curriculum committee.			
7	Registrar	For simple course revisions that do not require TEA approval, Registrar will submit courses to KHEDS for KBOR approval	
8	Dean of Academic Advancement	TEA APPLICATION PACKET for NEW PROGRAMS: Complete the CA1 packet: CA1 form: New Program Request Form CA1a: Fiscal Summary CA1b: Excel in CTE Funds CA1c: Perkins Eligibility	

		CA1d: Promise Act Scholarship Eligibility Minutes: Area Board of Control Minutes: Program Advisory Board Minutes: Curriculum and Assessment Committee 3 letters of support from Business/Industry	
9	Dean of Academic Advancement	TEA APPLICATION PACKET for Curricular Revisions: Complete the CA2 packet: CA2 form: New Program Request Form CA2a: Revised Program Comparison Minutes: Area Board of Control Minutes: Program Advisory Board Minutes: Curriculum and Assessment Committee	
TEA CA1 or CA2 Deadlines:			
	1.	Notification Period (KBOR provides the proposal for college presidents to review and make comments for a 10-day period)	
	2.	TEA Curriculum Committee meeting (see schedule on the KBOR/TEA webpage)	
	3.	TEA board approval (see schedule on the KBOR/TEA webpage)	
	4.	KBOR board approval (see schedule on the KBOR/TEA webpage)	
ARTICULATION AGREEMENTS:			
10	Administrative Assistant for Dean of Academic Advancement	Determine if the proposal impacts any articulation agreements with colleges.	
11	Administrative Assistant for Dean of Academic Advancement	Check KSDE articulation agreements with high schools -- https://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/CSAS-Home/Career-Technical-Education-CTE/Postsecondary-Partnerships/Statewide-Articulation-Agreements)	
NOTIFICATIONS: Upon approval of new programs or program/course changes, the following departments are notified to act accordingly:			
12		Admissions office	
13		Business Office – update cost sheets	
14		Bookstore Manager – update textbook list	
15		Financial Aid (check to see if FA eligible)	
16		Update Course Catalog	
17		Program Guide update (Registrar)	
18		Instructors update Program Handbook	
19		Marketing Director (for webpage changes)	
20		Curriculum repository files	
SUBSTANTIVE CHANGES notification for HLC			
21	Accreditation Liaison Officer (Dean of Academic Advancement)	HLC update -- make sure the requisite information is provided – see online form https://www.hlcommission.org/Accreditation/certificate-program-screening-form.html	