

New Program Request Form

CA1

General Information

Institution Submitting Proposal	Barton County Community College
Name and Title of Contact Person	William Nash, Dean Technical Education
Title of Proposed Program	Certificate of Applied Science (C.A.S.) in Military Technologies
Proposed CIP Code	
Degree/Certificate Program Description	The Certificate of Applied Science (C.A.S.) in Military Technologies Program will provide the student with those skills required for the successful execution of duties in the fields of Leadership, Logistics, and Dangerous Materials Handling and Response.
Number of Credits for the degree and/or certificate	30 Credit Hours
Academic Unit	Military Programs
Proposed Date of Initiation	Summer 2009
Specialty Accrediting Agency	The assigned proponet agency of the U.S. Army
Location(s) of Program	Fort Riley, KS
Summary of Demand for the Program (including source of data)	<p>Presently there are more than 40,000 military personnel, Department of Defense employees, military retirees, family members, and Defense contractor personnel residing locally (source: Fort Riley Plans, Analysis and Integration Office).</p> <p>The military has identified a need for instruction in specific skills that will permit their units to function efficiently and safely in the defense of the country. Much of the needed training has been designated as mandatory attendance (Fort Riley Regulation 350-1) and has been consolidated at the Post level. Thus the military force is in a constant struggle to meet these training requirements. Courses in this program meet those training requirements; helping units to meet their training goals and retain</p>

	personnel assets. Additionally the program provides Department of Defense employees and others of the military community with the opportunity for advancement in their careers and entry level positions into the civilian marketplace.
Listing of other similar programs in state/region (including enrollments and capacity)	None
Date entered into Program Inventory	2/18/2009

Signature of College Official _____ Date

Signature of KBOR Official _____ Date

Narrative

Completely address each of the following items. Provide any pertinent supporting documents in the form of appendices, i.e. minutes of meetings, syllabi, competency profiles.

Program Description

- Provide a complete catalog description for the proposed program.
- List and describe the admission requirements and the graduation requirements for the proposed program.
- List and describe the specific objectives for the proposed program.
- Describe how the proposed program relates to the institutional mission.

Demand for the Program

- Describe the student demand for the program and how the level of interest was determined.
- Identify employer demand/labor market need, employment trends and projections (existing and anticipated openings), and estimated starting wages. Provide sources of data.
- Show demand from the local community. Provide letters of support from at least three potential employers.
- Describe any business/industry partnerships specific to the proposed program.

Duplication of Existing Programs

- Identify other similar programs in the state based on CIP code, title and content. For each of the similar programs provide the following: Name of the institution, Name of the Program, Number of students enrolled, Number of slots available.
- Provide evidence that, if other similar programs exist, collaboration was pursued.
- Provide extensive evidence and rationale for why collaboration was not a viable option and why there is a need for a duplicative program.

Program Information

- Identify by prefix, number, title, and description (including prerequisites) courses to be required or elective in the proposed program.
- If the proposed program includes multiple curricula (tracks, concentrations, emphases, options, specializations), identify courses unique to each alternative.
- Provide a Program of Study/Degree Plan outline for the proposed program including semester-by-semester outline that delineates required and elective courses.
- Provide a copy of the competency profile or a comprehensive list of competencies developed for the proposed program.
- Indicate any internship and/or opportunities for students to apply the knowledge and skills attained.
- Identify the career cluster and pathway to which the proposed program belongs.
- Describe the proposed program's curriculum integration/articulation plan (tech prep, 2+2 etc.).
- List any specialized accreditation required and/or available for the proposed program and describe the institution's plan to achieve that accreditation.

Identify any existing industry-recognized credentials related to this program.

Provide all syllabi for the proposed program.

Faculty

Describe faculty qualifications and/or certifications required to teach in the proposed program.

Describe and list current faculty and their credentials who will be faculty for the proposed program.

Identify the number and credentials of new faculty to be hired.

Indicate the proposed full-time to part-time faculty ratio; student to faculty ratio; and number of adjunct faculty required for program start up and sustainability.

Cost and Funding for Proposed Program

Provide evidence of adequate resources including projected staff requirements, advising services, physical facilities, instructional equipment, instructional materials, library requirements, contractual services or clinical placements to support and sustain the proposed program.

Provide detail on **CA-1a form**.

Describe any grants or outside funding sources that will be used for the initial start up of the new program and to sustain the proposed program.

Program Review and Assessment

Describe the process and frequency for review of the program content including competencies.

Describe the process and frequency for review of the level of program success and process for remediation of areas of concern.

Program Approval at the Institution Level

Summarize the institutional process undertaken for approval of the proposed program.

Provide copies of the Program Advisory Board Minutes (including a list of the members and business connection to program), Curriculum Committee Minutes, Governing Board Minutes for the meeting at which the new program was approved.

If requesting Perkins approval for the proposed program, submit a completed Perkins Program Verification form.

Submit the completed application and supporting documents to the following:

Director of Academic Services
Kansas Board of Regents
1000 SW Jackson, Ste. 520
Topeka, KS 66612-1368