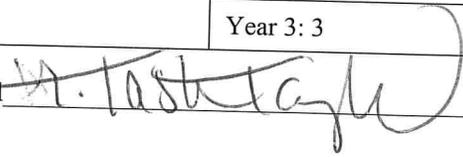


**New Program Request Form  
CA1**

**General Information**

|   |  |
|---|--|
| Institution submitting proposal   | Cowley College   |
| Name, title, phone, and email of person submitting the application ( <i>contact person for the approval process</i> ) | Dr. Tasha Taylor<br>AVP of Academic Affairs<br>(620) 441-5247<br>Tasha.Taylor@cowley.edu   |
| Identify the person responsible for oversight of the proposed program   | Marlin Burcham<br>Faculty and Program Coordinator – Agriculture<br>Marlin.Burcham@cowley.edu   |
| Title of proposed program   | Milling Technician   |
| Standard Occupation Code (SOC) associated to the proposed CIP code  | 51-9021  |
| SOC description including title and job description (from <a href="http://onetonline.org">onetonline.org</a> )        | Other Production Occupations – Crushing, Grinding, and Polishing Machine Setters, Operators, and Tenders<br><br>Set up, operate, or tend machines to crush, grind, or polish materials, such as coal, glass, grain, stone, food, or rubber.  |
| Proposed suggested Classification of Instructional Program (CIP) Code   | 01.1002  |
| CIP code description including Title and Definition (from <a href="http://nces.ed.gov/ipeds">nces.ed.gov/ipeds</a> )  | Food Technology and Processing<br><br>A program that focuses on the application of chemical, physical, and engineering principles to the development and implementation of manufacturing, packaging, storage, and distribution technologies and processes for food products. Includes instruction in food engineering, food preservation and handling, food preparation, food packaging and display, food storage and shipment, and related equipment and facilities design, operation, and maintenance. |
| Method of program delivery (face to face, online, hybrid)   | Face to face, Online, Hybrid   |
| Number of credits for the degree <u>and</u> for each certificate requested  | AAS- 62<br>Cert C- 47  |
| Proposed Date of Initiation   | 08/01/2026   |
| Specialty program accrediting agency  | None   |
| Industry-recognized certification(s) to be earned by students   | N/A  |
| Number of projected enrollments 1 <sup>st</sup> year  | Year 1: 3  |
|   | Year 2: 3  |
|   | Year 3: 3  |

Signature of College Official   
 Signature of KBOR Official \_\_\_\_\_

Date 3/11/26  
 Date \_\_\_\_\_

## Narrative

Completely address each one of the following items for new program requests. Provide any pertinent supporting documents in the form of appendices, (i.e., minutes of meetings, industry support letters, CA-1a form).

### Program Rationale

- Provide an overall explanation and background surrounding the development of the proposed program. Include
  - how the institution identified the need in the occupation for which the training is being developed,
  - where the idea to offer the program came from,
  - include business and industry partners that requested the program be offered, and
  - who was involved in the development of the program
- If the recommended program is duplicative of other programs in the area, please specifically address why the new, additional program is necessary.

The Cowley College Milling Technician certificate program, created in partnership with the International Association of Operative Millers (IAOM), was approved through the TEA in 2016. At that time, the program included four Mechatronics courses, seven core Milling courses, and one industrial related math course. As evidenced by the included letter of support from IAOM, IAOM and Cowley collaborated to design the Cert A and B curriculum, and the proposed Cert C and AAS degree expansion still meets the requirements of IAOM. IAOM states a firm continued commitment to Advisory Council service to ensure the milling curriculum aligns with real-world needs.

The proposed Cert C and AAS degree build upon the current Cert A and Cert B already offered by Cowley. The Cert C includes the addition of agriculture-related courses to help students increase in knowledge of general food science and other agricultural understanding, while the AAS degree provides opportunity for students to obtain advanced positions in the milling industry due to the inclusion of General Education courses intended to promote a well-rounded skill set beyond the technical skills and competencies. The need for the program has been discussed over the last several years, including during an advisory committee meeting. During this meeting local committee members affirmed the need for additional content and coursework to develop the non-technical skills required to progress in the Milling industry. This ultimate decision to move forward with the creation of additional credentials was discussed and agreed upon during an Advisory Board meeting in March 2024. The current proposed curriculum was developed by the former Program Director of Agriculture, along with consultation of advisory board members. The former director also developed the existing Cert A and Cert B, also with industry consultation.

Industry partners who support the program include:

Ardent Mills  
Garvert Consults LLC  
ADM Milling Co.  
IAOM - International Association of Operative Millers

### Program Description and Requirements

- Provide a complete catalog description (including program objectives/outcomes) for the proposed program.

Catalog Description:

This unique certificate program prepares candidates to work in flour mills. Studies will include basic math needed for the mill environment, as well as an overview of equipment, electronics and electricity, and pneumatic fundamentals. Students will be introduced to the milling process, the wheat characteristics and the industry, and the various requirements of the gradual reduction process in making wheat flour. Quality assessments will be an integral part of studies. At the conclusion of the courses, candidates will complete an internship at a functioning flour mill.

The Milling Technician program is designed to provide with on-the-job mechanical experience who are seeking an industry-recognized certificate in grain milling without the need to complete entry-level mechanical courses. The courses within this certificate focus on the wheat flour milling process - from identifying grain to quality assessment of flour - and concludes with an internship course that allows the student to apply knowledge and skills to their work environment.

NOTE: The program can be completed entirely online with the exception of the Internship requirement.

The Milling Technician Cert. C is designed to build upon the knowledge and skills of incumbent milling employees with on-the-job mechanical experience who are seeking an industry-recognized certificate in grain milling without the need to complete entry-level mechanical courses. The courses within this certificate focus on the wheat flour milling process - from identifying grain to quality assessment of flour - and concludes with an internship course that allows the student to apply knowledge and skills to their work environment. This unique program prepares candidates to work in flour mills as an associate working in many of the areas of the modern mills. The milling classes are taught by professionals from the International Association of Operative Millers while college faculty will teach the ancillary courses required for completion. At the conclusion of the courses, candidates will complete an internship at a functioning flour mill. The Associate of Applied Science degree in Milling further builds upon the professional knowledge and skills required through a variety of general education related courses.

- Include any work-based learning requirements of the program, such as clinicals, internships, apprenticeships etc. If clinical experience or apprenticeship is required for the occupation; please identify whether sufficient clinical sites are available, or how the institution is partnering with business and industry to ensure sufficient apprenticeship spaces are available.

Both the Cert C and AAS degree include a required flour-milling internship. This internship opportunity is currently being provided as part of the Cert A and Cert B. Sufficient internship sites are available locally and include ADM Milling Company, Ardent Mills, and Grain Craft. Cowley has been partnering with ADM, a local milling company since the creation of the Cert A and B.

- List and describe the admission and graduation requirements for the proposed program.

The admissions and graduation requirements are the same for this program as other at the college. This program will not be offered to students at the high school and college level. Sequential courses have prerequisites listed on the course procedures and in the catalog. Upon the successful completion of the courses required for the certificate and/or the degree program, and successful completion of all KBOR requirements, students will be awarded an Associate of Applied Science Degree and/or appropriate Certificate. Following is the Cowley College (Board Policy 250.00) Admission policy.

#### Cowley College Admission:

Admission to Cowley College is open to all individuals who can academically benefit from its educational programs.

Before admission can be granted, students must provide the following:

1. verification of high school graduation or GED certificate.
2. transcripts from all colleges previously attended if athlete or JST Transcript if military utilizing VA benefits.
3. assessment scores or ACT scores demonstrating an ability to benefit from college level coursework.

Cowley College reserves the right to deny a student admission or readmission if it is determined to be

in the best interests of the college community to do so, or if the College is unable to provide the services, courses or program(s) needed to assist the student in meeting educational objectives.

#### Ability to benefit

Students who do not meet the ability to benefit guidelines will be admitted on a provisional basis, pending satisfactory progress in the essential skills curriculum. These students may enroll in a maximum of 13 credit hours and must earn a semester GPA of 2.0 to be eligible for continued enrollment.

#### Non-Degree Seeking Students

Students of other colleges and universities and other applicants not seeking a degree from Cowley College may be admitted as non-degree seeking. Students in this category will not declare a major. Non-degree seeking students who may later decide to obtain a degree from Cowley College must then provide the above documentation.

#### High School Students

Students who have not received a high school diploma and are currently enrolled in grades 10, 11, or 12 maintained by a school district, or are classified as a gifted 9th grade student may be admitted to the College if they meet minimum grade point and assessment requirements, obtain written authorization from the school principal, and have an individualized plan of study or individualized education plan outlining the ability to benefit from participation in regular curricula of a postsecondary education.

#### International Students

Cowley College welcomes students who are citizens of other nations and are able to meet admissions and U.S. Citizenship and Immigration Services (USCIS) requirements.

#### Milling Program Admission:

Admission to the Milling Technician certificate program requires the student to:

1. Be at least 18 years old at the time of internship
2. Earn a High School Diploma or GED prior to employment
3. Satisfy all employment requirements at selected internship site

#### Cowley College Graduation:

Successful completion of at least 61 credit hours, documentation of high school graduation or GED, fulfillment of the General Education requirements, a minimum 2.0 grade point average at Cowley College and a cumulative 2.0 grade point average including transfer course work is required for all associate degrees and certificates.

#### **Demand for the Program in Kansas**

- Using the most recent Kansas Department of Labor's Long Term (10-year) Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections for the SOC code identified in the General Information section:
  - annual job openings, 2700 projected job openings in the next 10 years (retrieved from O\*Net) at Kansas Wages: 51-9021.00 - Crushing, Grinding, and Polishing Machine Setters, Operators, and Tenders

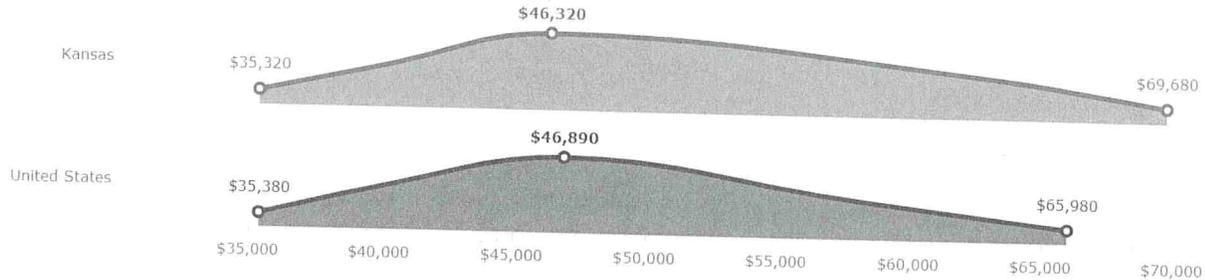
# Kansas Wages

## 51-9021.00 - Crushing, Grinding, and Polishing Machine Setters, Operators, and Tenders

Wages for state: Kansas

Wages near ZIP Code:

Annual Wages  Hourly Wages



### In Kansas:

- Workers on average earn **\$46,320**.
- 10% of workers earn **\$35,320 or less**.
- 10% of workers earn **\$69,680 or more**.

### In the United States:

- Workers on average earn **\$46,890**.
- 10% of workers earn **\$35,380 or less**.
- 10% of workers earn **\$65,980 or more**.

Source: Bureau of Labor Statistics [2024 wage data](#)

### Full Details

Save Table:

| Location                    | Annual Low (10%) | Annual Q <sub>L</sub> (25%) | Annual Median (50%) | Annual Q <sub>U</sub> (75%) | Annual High (90%) |
|-----------------------------|------------------|-----------------------------|---------------------|-----------------------------|-------------------|
| United States               | \$35,380         | \$38,990                    | \$46,890            | \$58,440                    | \$65,980          |
| Kansas                      | \$35,320         | \$39,440                    | \$46,320            | \$63,820                    | \$69,680          |
| Joplin, MO-KS               | \$35,320         | \$42,390                    | \$47,460            | \$50,600                    | \$61,850          |
| Kansas City, MO-KS          | \$40,590         | \$48,150                    | \$62,960            | \$65,610                    | \$72,420          |
| Kansas nonmetropolitan area | \$34,510         | \$38,750                    | \$44,870            | \$64,480                    | \$69,680          |
| St. Joseph, MO-KS           | \$48,170         | \$48,170                    | \$48,610            | \$48,610                    | \$58,400          |
| Wichita, KS                 | \$35,960         | \$39,440                    | \$49,360            | \$64,090                    | \$64,330          |

- estimated annual median wages of \$46,320 in Kansas, with mean wages of \$50,860 for state of Kansas with no formal educational credential. Mean annual wages for South Central Kansas region is \$53,651 with median annual at \$49,568 per Kansas Wage Estimates file and Kansas Wage Survey Regional Estimates file from 2022-2032 Kansas Occupational Projections (State and Regions).xlsx
- typical education level needed for entry (no formal educational credential or equivalent with moderate term on the job training needed to attain competency)

- o Labor information included should show demand in Kansas in the occupation *for the specific level of education being proposed for the program.*
- o Please utilize the following format to indicate the job postings (and wage/salary) in Kansas which correspond to each educational level being proposed for the new program:

| Education level proposed | Data Source utilized – include only Kansas data   | # of job openings corresponding to the level of education | Hourly wage/annual salary for jobs for each level of education |
|--------------------------|---|---|--|
| AAS (60-68 CH)           | <u>2025 Edition Regions.xlsx</u><br>Kansas Wage Survey May 2024 Estimates – South Central Region – published June 2025<br><br><u>2025 Edition Statewide.xlsx</u><br>Kansas Wage Survey May 2024 Estimates – Statewide – published | 90 - South Central, Ks.<br><br>420 - Statewide            | \$37,601 Entry-level South Central<br><br>\$36,370 - Statewide |
| CERTC (45-59 CH)         | <u>2025 Edition Regions.xlsx</u><br>Kansas Wage Survey May 2024 Estimates – South Central Region – published June 2025<br><br><u>2025 Edition Statewide.xlsx</u><br>Kansas Wage Survey May 2024 Estimates – Statewide – published | 90 - South Central, Ks.<br><br>420 - Statewide            | \$37,601 Entry-level South Central<br><br>\$36,370 - Statewide |
| CERTB (30-44 CH)         | N/A – currently offered at Cowley   |   |  |
| CERTA (16-29 CH)         | N/A – currently offered at Cowley   |   |  |
| SAPP (less than 15 CH)   | N/A   |   |  |

Advisory Board members have confirmed in a 2026 meeting there is a distinction in possible wages for those obtaining various certs and the AAS degree. This information is reflected in the attached Advisory Board notes and Letters of Support. To summarize, those receiving the Cert A and/or Cert B would likely be hired into roles which do not require experience within the \$17-\$20 hr range compared to those with no experience and credentials who may be hired in at \$15-\$17hr. Those who have obtained a Cert C (\$20-\$24/hr range) could be hired directly in to shift supervisor and manager positions, while those who have achieved the AAS would be considered for salaried and operations management roles. This potential wage increase information addresses the overall benefit of offering the Cert C and AAS degree.

**Kansas DOL Outlook**

|    |   | 103 | 105 | 5   | 4.5% | 0.5% |
|----|---|-----|-----|-----|------|------|
| 14 | 51-9012 Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders |     |     |     |      |      |
| 15 | 51-9021 Crushing, Grinding, and Polishing Machine Setters, Operators, and Tenders                           | 80  | 80  | 0   | 0.0% | 0.0% |
| 16 | 51-9022 Grinding and Polishing Workers, Hand  | *** | *** | *** | ***  | ***  |
| 17 | 51-9023 Mixing and Blending Machine Setters, Operators, and Tenders   | 421 | 454 | 33  | 7.8% | 0.8% |
| 18 | 51-9024 Cutters and Trimmers, Hand  | *** | *** | *** | ***  | ***  |

Retrieved from Kansas Long-term Occupational Projections 2022 to 2032 at [2022-2032 Kansas Occupational Projections \(State and Regions\).xlsx](#)

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**⚠** **Job expired** This job from Oct 16, 2025 is no longer available for applications.

 **ADM 3.8★** ⋮

## Shift Miller - Arkansas City, KS

Arkansas City, KS

\$50K - \$82K (Employer provided)

### Is your resume a good match?

Use AI to find out how well the skills on your resume fit this job description.

[Upload your resume](#)

Arkansas City

KS - Kansas

Operations: Manufacturing, Production, Maintenance, Utilities

#### Job Description

##### Shift Miller - Arkansas City, KS

ADM Milling - Carbohydrate Solutions

#### Position Summary:

This key operational role is support for daily operations at a 12,000 cwt/day wheat flour mill. The Head Miller will support the Mill Superintendent in training and continuous improvement projects. The Head Miller must be excellent at training and developing operational staff. The ideal candidate sets and maintains ADMs high standards for Safety and Quality while maintaining production and efficiency excellence. They will have the ability to identify and decisively solve problems as they arise, develop and supervise improvement projects and maintain records in accordance with established ADM policies.

The Head Miller reports directly to the Mill Superintendent.

#### Responsibilities

- Contributes to the efficient operation and maintenance of 12,000 cwt/day mills for maximum yield and productivity
- Models and reinforces all safety practices
- Trains employees and develop Standard Operating Procedures (SOPs)
- Identifies reports, and achieves the highest standards in sanitation, safety recognition & practices, quality behaviors and food defense practices
- Maximizes plant capacities and yield KPI's
- Proactively engages in employee development, team building, and the continuous improvement of methods, processes and systems
- Coordinates production schedules of department and products
- Proactively leads and supports operational excellence initiatives
- Provides technical knowledge for processes and equipment to obtain performance
- Facilitates and ensures adherence to safety laws, regulations, rules and sound practices
- Works with location management on the continued development and implementation of Health & Safety programs, policies and procedures
- Coordinates and participates in audits, prioritizing and tracking completion of findings
- Ensures that unsafe behavior and conditions are corrected
- Investigates incidents (root cause analysis), incident trends and related preventative measures
- Maintains the necessary health, safety & environmental records and documentation
- Performs safety audits and sets the example for safety
- Ensures the facility maintains world class sanitation standards
- Communicates food safety/sanitation/quality programs to plant supervisors and hourly employees
- Prepares the facility for, and participates in, regulatory/third party/customer/company audits

**Job Requirements:**

- Strongly prefer degree in a related field of Engineering, Milling Science and or minimum of five years of hands-on production supervisory experience
- Require excellent command of the following: leadership, problem solving, self-motivation, organizational skills, and proficiency in Microsoft Office programs (Word, Excel and Outlook)
- Must have confident and courteous manner
- Must have established leadership skills
- Must have a strong commitment to employee safety
- Must be able to hear and speak clearly, read, comprehend and communicate orally and in writing
- Thorough working knowledge of all equipment, systems, processes and methods regarding ADM milling units.
- Must be highly organized, goal driven
- Position requires standing and walking for long periods, climbing stairs and ladders, working with tools, working within close-confined spaces, and working within extreme temperatures

Excited about this role but don't think you meet every requirement listed? We encourage you to apply anyway. You may be just the right candidate for this role or another one of our openings.

ADM requires the successful completion of a background check.

REF:102754BR

Base pay offered may vary depending on multiple individualized factors, including market location, job-related knowledge, skills, and experience. Hourly and salaried non-exempt employees will also be paid overtime pay when working qualifying overtime hours.

If hired, employees will be in an "at-will position" and the Company reserves the right to modify base pay (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

The pay range for this position is expected to be between:

\$49,600.00 - \$82,300.00

### **Benefits and Perks**

Enriching the quality of life for the world begins by taking care of our colleagues. In addition to competitive pay, we support your diverse needs with a comprehensive total rewards package to enhance your well-being, including:

- **Physical wellness** – medical/Rx, dental, vision and on-site wellness center access or gym reimbursement (as applicable).
- **Financial wellness** – flexible spending accounts, health savings account, 401(k) with matching contributions and cash balance plan, discounted employee stock purchasing program, life insurance, disability, workers' compensation, legal assistance, identity theft protection.
- **Mental and social wellness** – Employee Assistance Program (EAP), Employee Resource Groups (ERGs) and Colleague Giving Programs (ADM Cares).

Additional benefits include:

- Paid time off including paid holidays.
- Adoption assistance and paid maternity and parental leave.
- Tuition assistance.
- Company-sponsored training and development resources, such as LinkedIn Learning, language training and mentoring programs.
- Benefits may vary for bargained locations, confirm benefit eligibility with your recruiter.

### **#IncludingYou**

Diversity, equity, inclusion and belonging are cornerstones of ADM's efforts to continue innovating, driving growth, and delivering outstanding performance. We are committed to attracting and retaining a diverse workforce and create welcoming, truly inclusive work environments – environments that enable every ADM colleague to feel comfortable on the job, make meaningful contributions to our success, and grow their career. We respect and value the unique backgrounds and experiences that each person can bring to ADM because we know that diversity of perspectives makes us better, together.

We welcome everyone to apply. We are committed to ensuring all qualified applicants receive consideration for employment regardless of race, color, ethnicity, disability, religion, national origin, language, gender, gender identity, gender expression, marital status, sexual orientation, age, protected veteran status, or any other characteristic protected by law

### **About ADM**

At ADM, we unlock the power of nature to provide access to nutrition worldwide. With industry-advancing innovations, a complete portfolio of ingredients and solutions to meet any taste, and a commitment to sustainability, we give customers an edge in solving the nutritional challenges of today and tomorrow. We're a global leader in human and animal nutrition and the world's premier agricultural origination and processing company. Our breadth, depth, insights, facilities and logistical expertise give us unparalleled

capabilities to meet needs for food, beverages, health and wellness, and more. From the seed of the idea to the outcome of the solution, we enrich the quality of life the world over. Learn more at [www.adm.com](http://www.adm.com).

**Req/Job ID**

102754BR

#LI-Onsite

**Ref ID**

#LI-SC1

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 [Is my resume a good match?](#)

**Pay details**  Arkansas City, KS

**\$50K – \$82K/yr**

Total pay

Employer provided 

**\$66K**

Median pay

 [Is this pay right for me?](#)

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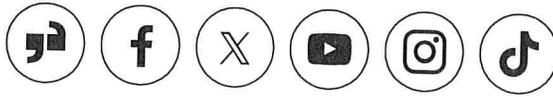
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- Include additional data demonstrating local and regional employer demand in Kansas if available.
- For new programs for which state-level labor data is not yet available, additional resources to demonstrate demand for the occupation being trained must be included to show demand in Kansas. Job posting data (cite resource used and date of review) and projected hiring needs for employers (documented in employer letters of support) in Kansas are examples of additional labor data documentation.

## Indeed Job Postings

### Head Miller - Arkansas City, KS

ADM  · 3.4 ★

Arkansas City, KS

\$51,200 - \$94,900 a year

You must create an Indeed account before continuing to the company website to apply

[Apply on company site](#) 



### Profile insights

Find out how your skills align with the job description

#### Skills

Do you have experience in **Organizational skills**?

Yes No

### Job details

#### Pay

\$51,200 - \$94,900 a year

#### Job Requirements:

- Strongly prefer degree in a related field of Engineering, Milling Science and or minimum of five years of hands-on production supervisory experience
- Require excellent command of the following: leadership, problem solving, self-motivation, organizational skills, and proficiency in Microsoft Office programs (Word, Excel and Outlook)
- Must have confident and courteous manner
- Must have established leadership skills
- Must have a strong commitment to employee safety
- Must be able to hear and speak clearly, read, comprehend and communicate orally and in writing
- Thorough working knowledge of all equipment, systems, processes and methods regarding

## Elevator Supervisor

[ArdentMills](#) | 715 East 13th Street North, Wichita, KS 67214 | \$74,600.00 - \$99,444.40 a year

You must create an Indeed account before continuing to the company website to apply

[Apply on company site](#)



hourly team members.

Essential skills and experience:

- Bachelor's degree or High school diploma/GED equivalent with 4 years of production experience.
- Minimum of 1 years' experience having leadership responsibilities in an elevator or industrial environment (milling, agricultural, food production, or equivalent).
- Demonstrated understanding of safety hazards and protocols.
- Understanding of computerized maintenance management systems.

s



Good to have:

- 2+ years in a leadership role within an elevator.
- Knowledge of maintaining, operating, and troubleshooting cleaning, and conveying systems.
- Training in LEAN, Six Sigma, or other manufacturing and warehousing optimization processes.
- Reliability centered maintenance training around packaging equipment best practices.

Physical requirements and working conditions (with or without reasonable accommodation):



- Ability to perform work at a computer and other administrative/managerial tasks.
- Ability to wear personal protective equipment (PPE) as is required by the operating areas (i.e. safety glasses, protective footwear, hard hat, hearing protection and, at times, a respirator).
- Ability to work a rotating schedule including nights, weekends and holidays.

Ability to work a machine-paced continuous process that operates 24 hours a day, 7 days a week with conditions which include:



## Assistant Miller - Dodge City, KS

ADM  | Dodge City, KS | \$21.35 an hour

You must create an Indeed account before continuing to the company website to apply

[Apply on company site !\[\]\(e5d4c1253f90f386527cfb2278e2ccef\_img.jpg\)](#)



### Job Description

#### Assistant Miller - Dodge City, KS

This is a full-time, hourly position.

This job works in the flour mill under the direct supervision of the miller. This is a rotating shift position. The assistant miller is expected to learn the functions of all pieces of equipment in the mill. The assistant miller is in charge of the equipment in the mill cleaning house. An assistant miller is expected to have basic computer, record keeping and written communication skills.

#### Job Qualifications:

- Ability to stand and walk continuously for 8 hours if necessary
- Ability to climb stairs and ladders
- Ability to lift and carry 50 pounds/23 kilograms
- Must be willing to work 1st, 2nd, and 3rd shifts, weekends and required overtime
- Must have reliable transportation to work including on 2nd and 3rd shift
- Must be able to direct other employees in proper safety, food safety, and sanitation procedures
- Must be able to complete paperwork and plant control documentation in both written and computerized
- Must be willing to learn about and operate all equipment in the milling department
- Must be willing to follow all safety and food safety rules and procedures
- This position may require work outside of the building in normal exterior temperatures

ADM requires the successful completion of a background check.

## Mill Operator

Cobalt Cattle Company LLC  | 521 Road 50, Satanta, KS 67870

[Apply now](#)



- Comply with all ISO/HACCP and OSHA/safety procedures, rules, and regulations
- Other duties as assigned

### Competencies

- Adequate verbal and written communication skills.
- Adequate mathematical skills: Ability to add and subtract, multiply and divide number.
- Knowledge of cattle feedlot industry highly desirable.
- Willingness to work non-traditional hours as required
- This individual must have the ability to work with a team, or individually.
- Ability to communicate in English is preferred, not required.
- Ability to prioritize tasks when appropriate.

### Supervisory responsibilities

- None

### Work environment

- As a mill operator, you will be required to work at times in extreme weather conditions, such as rain, snow, wind, heat, cold.
- Ability to work nights on occasions, weekends, and holidays as schedule requires.
- May be at times be exposed to airborne particles and frequent working near moving mechanical parts.

### Physical demands

- Ability to stand for long periods of time.
- Ability to work extended hours 10-11 hours per day.
- This individual must be able to occasionally lift a minimum of 50 lbs.

### Travel required

- None

### Required education and experience

- High school diploma or general education degree (GED); or 1-3 month's related experience and/or training; or equivalent combination of education and experience.
- Preferred education and experience
- High school diploma or general education degree (GED); or 1-3 month's related experience and/or training; or equivalent combination of education and experience.
- Experience working with feed mills preferred.
- Mechanical experience highly desirable.

- Show demand from the local community. Provide letters of support from **at least three potential employers** in your region, **which state the specific type of support** they will provide to the proposed program. Examples of program supports may include commitments to interview graduates for job positions, providing scholarships, providing internships or other work-based learning opportunities, donation of equipment/materials, assistance with program design, serving on advisory board, etc. Additional support letters from other organizations may also be included, but at least three letters from potential employers are required.

Included in Appendices C and D.

- Provide data from the most recent Perkins Comprehensive Local Needs Assessment recommendations, demonstrating the need for the program initiation. Example: “(Data source) listed X number of annual openings for the occupation, with Y number of Concentrators in the matching program area”. If the occupation corresponding to the proposed program was not evaluated in the most recent CLNA, please explain why.

The current program was identified as a need on the last Comprehensive Regional (Winfield Area Kansas – due date of 2/1/2024) Needs Assessment. According to members from various stakeholder groups, and other advisory committees, a milling program is essential for meeting industry demands, ensuring safety, keeping up with technological advancements, promoting quality work, supporting economic growth, and fostering a skilled and diverse workforce in the milling sector. According to the recent report, ‘Milling Technician’ is identified as a occupation with ‘too few concentrators for the job openings’. Annual openings totaled 77, with 12 concentrators.

- Describe/explain any business/industry partnerships specific to the proposed program.  
*If a formal partnership agreement exists, agreement explaining the relationship between partners and documenting support to be provided for the proposed program must be submitted to the Board office independent from the CAI materials for review purposes. The agreement will not be published or posted during the comment period.*

Attached, in Appendix E, is a copy of the formal partnership between Cowley College and IAOM which was previously developed and accepted during prior approval of Cert A and Cert B.

### **Duplication of Existing Programs**

- Identify similar programs in the state based on CIP code, title, and/or content. For each similar program provide the most recent K-TIP data: name of institution, program title, number of declared majors, number of program graduates, number of graduates exiting the system and employed, and annual median wage for graduates existing the system and employed.

No similar programs exist in the state of Kansas based on the exact 01.1002 CIP Code, title and/or content, therefore no duplication. Cowley is using 01.1002 as it correctly aligns with the approved Cert A and Cert B currently listed in KHEDS. Garden City Community College has offered a program under CIP Code 01.0401, ‘Agricultural and Food Products Processing’, with reported 19 graduates for AY24 according to K-TIP data, however the program focus is not milling practices. Kansas State offers a Bachelor’s degree in Milling Science and Management.

- Please explain how collaboration was pursued with similar programs. Institutions proposing a new program should always reach out to existing programs to identify collaboration opportunities. Examples of collaboration include (but are not limited to) sharing best practices, recruitment and retention strategies, curriculum or equipment suggestions, structure with business and industry on work-based learning opportunities, etc.

- Once existing programs have been contacted, if collaboration was not a viable option, please explain why.

Existing programs were not contacted for development of the Cert C and AAS degree as Cowley currently offers a Cert A and Cert B option and no other programs exist. Cowley is currently exploring an articulation opportunity with Kansas State. A meeting was conducted between Cowley and K-State on 8/13/25, and a Letter of Support from Dean Dan Moser (K-State) was received post meeting and is attached as Appendix B. On 8/29/25 Cowley received a draft copy of an articulation agreement with K-State, which is currently under review. Cowley's milling degree will serve as a 'feeder' program in to the K-State bachelor program.

### **Program Information**

- If the program has undergone the alignment process at the state level, please review alignment requirements and verify that
  - program title.
  - courses, (including titles and competencies)
  - industry-recognized certifications,
  - all marketing materials and public-facing information meets requirements, and
  - accreditation requirements

are met in the proposal. Listing of aligned programs can be found at:

[https://www.kansasregents.gov/workforce\\_development/program-alignment](https://www.kansasregents.gov/workforce_development/program-alignment)

The program has not undergone the alignment process at the state level and is not listed on the KBOR Program Alignment website page.

- List by course ID/prefix, number, title, and catalog description all courses (including prerequisites) to be required or elective in the proposed program.

### **Course Descriptions**

#### **MLL 3600 – Mechatronic Systems (3)**

At the completion of the course, the student will be able to comprehend, apply and evaluate relevant information while demonstrating technical proficiency in all skills and behaviors necessary to run basic machines and equipment in a safe manner. Students will also demonstrate a basic knowledge of mechatronics, and it's applications to industries.

#### **MLL 3601 – Electromechanical Technology (3)**

At the completion of the course, the student will be able to demonstrate maintenance and troubleshooting procedures on various types of electrical motors and electromechanical systems.

#### **MLL 3602 – Industrial Electric Power (3)**

The student will learn and apply the fundamentals of industrial electricity such as motor phasing, conductor sizing, single & three-phase power, conduit bending, and the use of ladder diagrams and test equipment to meet acceptable codes and industry standards.

#### **MLL 3603 – Hydraulic & Pneumatic Power (3)**

This course is an introduction to pressurized hydraulic components in power delivery and positioning systems. Students will use pneumatic compressors and motors and make air connections, measurements, and calculations to determine appropriate system components.

#### INR 3716 - Technical Mathematics (3)

This course is designed to prepare the student for dealing with the problems of industry. It will briefly review basic arithmetic and then move on to application problems (word problems) taken from various industrial disciplines. The focus will be on manipulating weights, measurements, and formulas from basic math through an introduction to algebra, geometry and trigonometry.

#### MLL 3590 - Introduction to Milling and Wheat (2)

Students will be introduced to both the milling process and wheat. Students will exhibit an understanding of the milling industry, wheat production, characteristics of hard red winter wheat, wheat classes, grading, transportation, handling, and storage. Aspects of getting the wheat from the field to table will be fully explored.

#### MLL 3591 - Introduction to Wheat Cleaning and Tempering (2)

Students will be introduced to the concepts and principles of the cleaning process, proper grain handling, cleaning machine operations, conditioning, control systems and flow sheets.

#### MLL 3592 - Wheat Flour Milling I (3)

During this first of two wheat flour milling classes, students will be introduced to the gradual reduction process, roller mills, sifters and sieves, break systems, dusters, finishers, and purification systems.

#### MLL 3593 - Wheat Flour Milling II (3)

During this second of two-wheat flour milling classes, students will be introduced to the Sizing System, Midds Reduction System, tailings and Low-Grade System, germ separation, impact milling and detachers, fans, filters, and the mill environment.

#### MLL 3594 - Sanitation and Mill Process Control (2)

During this course, students will achieve a high level of understanding of the proper mill sanitation, integrated pest management, granulation curve, cumulative ash, moisture correction addition, step charts, troubleshooting, and statistical process control.

#### MLL 3595 - Quality Assessment and Flour Additives (2)

In this course, students will be introduced to and acquire an understanding of chemical analysis, physical and organoleptic issues, bacteriological and mycotoxins, enzyme activity, functional characterization, storage conditions, and flour and milled grain product additives.

#### MLL 3596 - Flour Milling Internship (3)

At the completion of Field Internship, the milling technician student will be able to comprehend, apply and evaluate milling field information while demonstrating technical proficiency in all skills and behaviors necessary to fulfill the role as an entry-level milling technician in a production flour mill.

#### AGR 1255 – Fundamentals of Food Science (3)

This class is designed to introduce students to the field of food science. This course will include possible jobs, food harvest, production methods, food chemistry, preserving methods, meeting nutritional needs, grading procedures used and the science involved.

#### AGR 1257 – Agriculture Business Management (3)

Introduction to managing production, marketing, risk, human resources and financial as it relates to a manager position.

#### AGR 1260 – Applied Entomology & Pest Management (3)

This course enriches a student knowledge of insects and closely related arthropods to the effects they have on agriculture. The following will be included; classification of insects, behaviors and tendencies, relationship and importance to animals and plant economics, and steps in control.

MEC 3487 Instrumentation & Control (3)

The student will learn terminology and demonstrate system operations by proper measurement and control techniques of flow, pressure, temperature, and automation control.

MEC 3480 – Automation & Controls (3)

This course incorporates programming, interfacing, and troubleshooting of automated systems. Students will be introduced to the theory and application of computer aided manufacturing, operations, networks, programs, program designs, rapid prototyping and the different controls and systems used in manufacturing, food processing and agriculture.

LED 1448 – Introduction to Leadership (3)

The purpose of this course is to provide students with a fundamental knowledge of leadership and leadership styles. This is an introductory course into the leadership realm and provides students with a sound working knowledge of leadership principles. Upon completion of the course, the student will be able to apply basic leadership principles in daily organizational and personal settings, assess different leadership styles, justify their personal style choice, and compare and contrast leadership and management.

AGR 1269 – AG Communication (3)

This class is designed to introduce students to the communication styles, terminology and types of communication used in the field of Agriculture. The student will experience verbal and written communication used in private, public and overall industry to increase overall effectiveness when communicating in all the various aspects of the Agricultural Industry.

AGR 1213 – AG Computation (3)

Using basic mathematics, statistical interpretations, formulas, measurements, and basic algebra a student will use spread sheets and data analysis (e.g. MS Excel) to support agribusiness management decisions in a wide range of agriculture situations to increase understanding of problem solving and decision making.

AGR 1230 – Agriculture Economics (3)

Agricultural economics applies the principles of economics to issues of agricultural production, natural resources, and farm development. Topics include product markets, farm production and market structure, global competition as well as international trade and government regulation.

CAP 1516 – Computer Applications (3)

This course is designed to develop students' computer literacy and to meet the needs of students in the associate degree programs. Students will be introduced to the operating system, hardware configuration, security threats, and ethical and social standards relative to information and technology. The student will learn from hands-on experiences basic skills in file management utilities, word processing, spreadsheets, database management, and graphical presentations in the Windows environment.

If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.

The final courses listed, LED 1448, AGR 1269, AGR 1213, AGR 1230, and CAP 1516 are only required as part of the Associate of Applied Science degree, all remaining courses are required for both the Cert C and AAS.

- Provide a Program of Study/Degree Plan for the proposed program for each program exit point including a semester-by-semester outline that delineates required and elective courses.
  - Degree plan/map in application should match degree map on institution website
  - KBOR links individual institution Degree Map landing pages at <https://www.kansasregents.gov/students/advising-resources>
  - Please refer to Guidance on Academic Degree Maps at [https://www.kansasregents.gov/academic\\_affairs/performance-agreements](https://www.kansasregents.gov/academic_affairs/performance-agreements)

Degree Grids for all 4 Milling programs, Cert A and B (currently approved and active) and intended Cert C and AAS are included as Appendix F.

- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.

Certificate and degree are stackable. As the internship is offered as part of the Cert A in Semester 2, students desiring to progress toward the Cert B, Cert C, and AAS degree after initially earning the Cert A will not take the internship class again, rather students will take the remaining courses.

- List any pertinent program accreditation available:
  - Provide a rationale for seeking or not seeking said accreditation.
  - If seeking accreditation, also describe the plan to achieve it.

The current Milling Certificate programs are accredited by HLC. As required for program approval, HLC was contacted, and approval sought, concerning addition of the Cert C and AAS degree through the HLC 'Degree Program Screening Form' and 'Certificate Program Screening Form' at [New Degree Program Screening Form | The Higher Learning Commission](#). Copies of prior approval for the Cert A and Cert B are included in the appendices, along with verification of recent submission to HLC. There are no industry-specific or additional accrediting agencies associated with the milling occupation.

- If the program/coursework will be made available to high school students, provide letters of support from local high schools and/or districts that intend to participate.

The Milling Program is not available to any high school or dual enrollment students.

## Faculty

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

### Full-time Faculty

Required: Master degree a related area to Agriculture -Food Processing Science

Adjunct Faculty – Non-transfer courses

Required: AAS degree or higher a related area to Agriculture -Food Processing Science + 5yrs related teaching experience OR + 5 yrs related industry experience

Adjunct Faculty will be hired as the need arises, based on class size and faculty load.

## Cost and Funding for Proposed Program

- Provide a detailed budget narrative that describes all costs associated with the proposed program. Items should include (but are not limited to)
  - physical facilities,
  - equipment and tools,
  - faculty,

- instructional materials,
- accreditation,
- student support services

There will be no changes to physical facilities, equipment and tools, or student support services. Instruction materials may be adjusted based on textbook selection. Adjunct Faculty will be hired, onboarded, and trained as needed. Additional program approval letters will be obtained from HLC.

- Provide detail on **CA-1a form**. **Please include the specific funding source for each item.**
- Describe any grants (including requirements of the grant), donations or outside funding sources that will be used for the initial startup of the new program and to sustain the proposed program.

There are no current grants or other external funding sources which will be used to sustain the new or existing program. CA-1a included in Appendix

- **Additional cost and funding documents to include as needed:**
  - Provide Excel in CTE fee details on the **CA-1b form** if the program will be offered to high school students and requesting approval for fees. – **N/A as not offered to high school students**
  - If the program is requesting Perkins funding, provide details on the **CA-1c form**.
  - If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form**.

CA-1b-1d included as Appendix A.

### **Program Review and Assessment**

- Describe the institution's program review cycle, and anticipated review timeframe for proposed program.

Cowley College reviews programs on a 3-year rotating cycle. The review process allows for reflection, data collection, and analysis of each program to advance understanding of the program, identify challenges and opportunities, evaluate progress and ensure alignment with college goals and mission.

Team members include program department chair, faculty, and other academic affairs personnel. The review consists of a self-study document that is prepared by the program faculty. The self-study is then reviewed and approved by the following: Vice President for Academics, Department Chair, Other Academic Department Chairs (Peer Review), President, Board of Trustees Academic Sub-Committee, and the Board of Trustees.

This program was developed in accordance with Cowley College procedure 205.00, Curriculum Development. The major steps taken include:

Program development recommended to Cowley College faculty by local industry  
Meeting of program steering committee to develop programmatic recommendations  
Meeting of program curriculum development committee to develop steering committee recommendations into course procedures and program grids  
Approval from the Vice President for Academic Affairs of proposed program development  
Submission of developed program grid and course procedures to the Academic Affairs council for approval  
Submission of program grid and course procedures to the Cowley College Board of Trustees for approval  
Submission of program grid and course procedures to the Kansas Board of Regents for appropriate action and approval

The review of The Milling program Cert A and B was reviewed during the 2024-2025 AY, with next review occurring 2027-2028 for Cert A, Cert B, and new Cert C and AAS.

### **Program Approval at the Institution Level**

- Provide copies of the minutes at which the new program was approved from the following groups:
  - Program Advisory Committee  
*(Including a list of the business and industry members)*
  - Curriculum Committee
  - Governing Board  
*(Including a list of all Board members and indicate those in attendance at the approval meeting)*

### **Program Proposal Submission**

- Please enter proposed program into the Kansas Higher Education Data System (KHEDS)
- Please create a single PDF packet including all documents, and submit the completed application to the following:

Charmine Chambers  
Director for Workforce Development  
[cchambers@ksbor.org](mailto:cchambers@ksbor.org)

Crystal Roberts  
Associate Director for Workforce Development  
[croberts@ksbor.org](mailto:croberts@ksbor.org)

Brandi Wells  
Workforce Development Program Specialist  
[bwells@ksbor.org](mailto:bwells@ksbor.org)

## **Appendix A**

**CA-1a – CA-1d**

# KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (July 2024)

Institution:     Cowley College      
 Proposed Program:     Milling Technician Cert C and AAS    

| IMPLEMENTATION COSTS   |     |  |                     |                |
|--|-----|--|---------------------|----------------|
| Part I. Anticipated Enrollment   |     |  | Implementation Year |                |
| Please state how many students/credit hours are expected during the initial year of the program? |     |  |                     |                |
|  |     |  | Full-Time           | Part-Time      |
| A. Headcount:  |     |  | 3                   | --             |
| Part II. Initial Budget  |     |  | Implementation Year |                |
| A. Faculty   |     |  | Existing:           | New:           |
| Full-time  | #   |  | \$                  | \$             |
| Part-time/Adjunct  | # 2 |  | \$ 6000             | \$0            |
|  |     |  | Funding Source:     | Tuition/Fees   |
|  |     |  | Amount              | Funding Source |
| B. Equipment required for program  |     |  | \$0                 |                |
| C. Tools and/or supplies required for the program  |     |  | \$0                 |                |
| D. Instructional Supplies and Materials  |     |  | \$0                 |                |
| E. Facility requirements, including facility modifications and/or classroom renovations          |     |  | \$0                 |                |
| F. Technology and/or Software  |     |  | \$0                 |                |
| G. Other (Please identify; add lines as required)  |     |  | 0                   |                |
| <b>Total for Implementation Year</b>   |     |  | \$ 6,000            |                |

| PROGRAM SUSTAINABILITY COSTS (Second and Third Years)   |    |  |                        |                |
|---|----|--|------------------------|----------------|
| Part I. Program Enrollment  |    |  | Second and Third Years |                |
| Please state how many students/credit hours are expected during the first two years of the program? |    |  |                        |                |
|   |    |  | Full-Time              | Part-Time      |
| A. Headcount:   |    |  | 6                      | --             |
| Part II. Ongoing Program Costs  |    |  | First Two Years        |                |
| A. Faculty  |    |  | Existing:              | New:           |
| Full-time   | #  |  | \$                     | \$             |
| Part-time   | #2 |  | \$6000                 | \$             |
|   |    |  | Funding Source:        | Tuition/Fees   |
|   |    |  | Amount                 | Funding Source |
| B. Equipment required for program   |    |  | \$0                    |                |
| C. Tools and/or supplies required for the program   |    |  | \$0                    |                |
| D. Instructional Supplies and Materials   |    |  | \$0                    |                |
| E. Facility requirements, including facility modifications and/or classroom renovations             |    |  | \$0                    |                |
| F. Technology and/or Software   |    |  | \$0                    |                |
| G. Other (Please identify; add lines as required)   |    |  | 0                      |                |
| <b>Total for Program Sustainability</b>   |    |  | \$6,000                |                |

Please indicate any additional support and/or funding for the proposed program:

None anticipated.

# Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act

CA-1c Form (2022)

|  |  |
|--|--|
| Name of Institution  | Cowley College   |
| Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>  | Dr. Tasha Taylor<br>AVP of Academic Affairs<br>(620) 441-5247<br>Tasha.Taylor@cowley.edu   |
| Name, title, phone, and email of the Perkins Coordinator   | Chris Cannon<br>Department Chair – EMS Program Director<br>(620) 229-5985<br>Chris.Cannon@cowley.edu   |
| Program Name   | Milling Technician   |
| Program CIP Code   | 01.1002  |
| Educational award levels and credit hours for the proposed request(s)  | AAS- 62<br>Cert C- 45  |
| Number of concentrators for the educational level  | 12   |
| Does the program meet program alignment?   | Yes  |
| How does the needs assessment address the occupation and the program <i>(provide page number/section number from the CLNA and describe the need for the program)</i>   | CLNA – Page 13 – ‘Too few concentrators for the job openings’<br>- Total Annual Openings: 77<br>Concentrators: 12  |
| Justification for conditional approval: <i>(how will Perkins funds will be used to develop/improve the program)</i>  | According to members of the community and advisory committee members of the Milling industry, there is need for additional milling coursework and general education coursework to enhance skill set and leadership potential within the milling workforce. |
| Pursuant to Americans with Disabilities Act, the proposed program will be offered in a location or format is fully accessible, according to applicable ADA laws?<br><i>(Contact Board staff for technical assistance if there are questions regarding accessibility)</i> | Yes  |

Signature of College Official

*[Handwritten Signature: Dr. Tasha Taylor]*

Date

*[Handwritten Date: 11/20/25]*

Signature of KBOR Official

Date

# Kansas Promise Eligibility Request Form

CA-1d Form (2024)

This application should be used for new programs (currently in the program approval process) or existing programs the institution would like reviewed for Kansas Promise eligibility.

### Program Eligibility

Per statutory language (Section 28), a “promise eligible program” means any two-year associate degree program or career and technical education certificate or stand-alone program offered by an eligible postsecondary educational institution that is:

- 1) approved by the Board of Regents;
- 2) high wage, high demand or critical need; and
- 3) identified as a “promise eligible program” by the Board of Regents pursuant to K.S.A. 2021 Supp. 74-32,272:
  - Information Technology and Security
  - Mental and Physical Healthcare
  - Advanced Manufacturing and Building Trades
  - Early Childhood Education and Development

Section 29 (9d), states that the Board of Regents may designate an associate degree transfer program as an eligible program only if such program is included in:

- 1) An established 2+2 agreement with a Kansas four-year postsecondary education institution; or
- 2) An articulation agreement with a Kansas four-year postsecondary educational institution and is part of an established degree pathway that allows a student to transfer at least 60 credit hours from the eligible postsecondary educational institution to a four-year postsecondary education institution for the completion of an additional 60 credit hours toward a bachelor’s degree.

Section 30 states an eligible postsecondary educational institution may designate an additional field of study to meet local employment needs if the promise eligible programs within this field are two-year associate degree programs or career and technical education certificate or stand-alone programs approved by the Board of Regents that correspond to jobs that are high wage, high demand, or critical need in the community from one of the following fields:

- 1) Agriculture;
- 2) Food and Natural Resources;
- 3) Education and Training;
- 4) Law, Public Safety, Corrections, and Security; or
- 5) Transportation, Distribution and Logistics

|   |   |
|---|---|
| Name of Institution   | Cowley College  |
| Name, title, and email of person responsible for Academic program | Daniel Brooks – CTE Department Chair<br>(620) 222-1513 daniel.brooks@cowley.edu |
| Name, title, and email of Financial Aid contact                   | Lena Spencer – Director of Financial Aid<br>(620) 441-2701                      |

# Kansas Promise Eligibility Request Form

CA-1d Form (2024)

| Information Technology and Security |              |  |   |                            |
|-------------------------------------|--------------|--|---|----------------------------|
| CIP Code                            | Program Name | High Wage, High Demand, or Critical Need | Type of Award (AAS, AA, AS, AGS, Certificate) | Scholarship Effective Date |
|                                     |              |  |   |                            |

| Mental and Physical Healthcare |              |  |   |                            |
|--------------------------------|--------------|--|---|----------------------------|
| CIP Code                       | Program Name | High Wage, High Demand, or Critical Need | Type of Award (AAS, AA, AS, AGS, Certificate) | Scholarship Effective Date |
|                                |              |  |   |                            |

| Advanced Manufacturing and Building Trades |                    |  |   |                            |
|--|--------------------|--|---|----------------------------|
| CIP Code                                   | Program Name       | High Wage, High Demand, or Critical Need | Type of Award (AAS, AA, AS, AGS, Certificate) | Scholarship Effective Date |
| 01.1002                                    | Milling Technician | Y  | Cert C/AAS                                    | 08/01/2026                 |

| Early Childhood Education and Development |              |  |   |                            |
|---|--------------|--|---|----------------------------|
| CIP Code                                  | Program Name | High Wage, High Demand, or Critical Need | Type of Award (AAS, AA, AS, AGS, Certificate) | Scholarship Effective Date |
|   |              |  |   |                            |

| College Designated Field of Study: |              |  |   |                            |
|------------------------------------|--------------|--|---|----------------------------|
| CIP Code                           | Program Name | High Wage, High Demand, or Critical Need | Type of Award (AAS, AA, AS, AGS, Certificate) | Scholarship Effective Date |
|                                    |              |  |   |                            |

\*\*If any programs are claiming "critical need" status, please provide supporting documentation:

Signature of College Official *M. Tasty*

Date 11/29/25

Signature of KBOR Official \_\_\_\_\_

Date \_\_\_\_\_

Special Note to Kansas Independent Colleges:

Please carbon copy the KICA contact below when submitting this application to the Kansas Board of Regent office:

Matt Lindsey, President KICA  
[matt@kscolleges.org](mailto:matt@kscolleges.org)

## **Appendix B**

### **Letter of Support from Kansas State University**

August 20, 2025

Dr. Michelle Schoon  
President  
Cowley College  
125 S 2nd St,  
Arkansas City, KS 67005

Dear President Schoon,

Thanks to you and your team for meeting recently to discuss new programs preparing students for rewarding careers in the milling industry. As we discussed, K-State is proposing a new Associate's of Applied Science (A.A.S.) degree program in Feed and Food Processing. Milling courses offered by Cowley College in this area should easily transfer to K-State, for students who desire to further their education with us after completing one of your certificate programs. We will provide draft transfer articulation documents for your team's review and feedback.

You also shared that Cowley College is developing an A.A.S. in this area. We fully support your new program and welcome collaboration as additional course content is created. There are currently two to three job openings for every graduate in this area, and having both Cowley and K-State offer these programs will be beneficial to students and the milling industry.

Sincerely,



Dan W. Moser, Ph.D.  
Professor and Interim Eldon Gideon Dean

## **Appendix C**

### **Detailed Letters of Support from Employers**



Cowley College

125 S 2<sup>nd</sup> St.

Arkansas City, KS 67005

March 10, 2026

**To Whom It May Concern:**

I am writing to offer my enthusiastic support for Cowley College's proposal to establish a new associate degree program. As a strong advocate for education and workforce development, I am encouraged to see Cowley College taking proactive steps to address the evolving needs of both students and industries within our community.

The creation of the Associate of Applied Science in Milling Technology program demonstrates Cowley College's commitment to academic excellence and its responsiveness to the demands of the modern job market. By providing students with access to comprehensive, industry-relevant training, this program will equip future professionals with the skills and knowledge necessary to thrive in the milling field.

Ardent Mills welcomes the opportunity to collaborate with Cowley College to support the launch and continued success of the program. This collaboration may include providing students with internship or other work-based learning opportunities so they can gain hands-on experience in a working milling facility. Ardent Mills would also be pleased to host facility tours so students can observe modern milling operations and better understand how classroom concepts are applied in real-world settings. In addition, Ardent Mills would welcome the opportunity to interview qualified program graduates for open positions and contribute to the program by donating equipment or materials that support hands-on training.

By working together, we can help ensure that students graduate with the practical knowledge and industry exposure needed to succeed in this field. I look forward to seeing the positive impact this program will have on students, the milling industry, and our broader community.

A handwritten signature in cursive script that reads 'Erica Porter'.

Erica Porter

Plant Manager

Ardent Mills, Saskatoon

Email: [Erica.Porter@ardentmills.com](mailto:Erica.Porter@ardentmills.com)

# GRAIN CRAFT

---

3/11/2026

Cowley College

125 S 2<sup>nd</sup> St.

Arkansas City, KS 67005

To Whom it May Concern:

I am writing to share my strong support for Cowley College's proposal to establish an Associate of Applied Science (AAS) degree and Certificate C in Milling. As someone who completed Cowley's milling certificate program, I can personally attest to the impact it had on my career. I had worked in the industry for over 10 years when I enrolled in this program. The skills, knowledge, and confidence I gained there helped me show my devotion to the industry and to my company and has opened so many doors for me that wouldn't have been possible without it.

Our industry faces an ongoing shortage of skilled milling professionals, and programs like this are essential for developing the next generation of talent. By expanding its training into a full associate degree, Cowley can create a stronger pipeline of well-prepared candidates who are ready to contribute on day one.

In addition to supporting this proposal, I am committed to collaborating with Cowley College to help strengthen the program and provide students with opportunities to connect classroom learning with real-world experience. This support may include hosting facility tours so students can see milling operations firsthand, interviewing qualified graduates for open positions, and donating equipment or materials that can enhance hands-on training for students in the program.

I'm deeply grateful for the opportunities the Cowley program opened for me, and I want others to have the same chance to build rewarding, long-term careers in this field. I strongly encourage the Kansas Board of Regents to approve this proposal and support this important step for our industry's future.

GRAIN  CRAFT

Clinton Inskeep

Plant Superintendent

463 W Highway 26

Blackfoot, Id 83221

208-643-4197 Office



**FARMER  
DIRECT**

*Foods*

Abbey Lamberson  
Quality Manager  
Farmer Direct Foods  
August 25, 2025

Admissions and Academic Affairs  
Cowley College  
2205 Shurtz-Juden Loop  
Wellington KS 67152

Dear Cowley College Leadership,

As the Quality Manager at Farmer Direct Foods, I am writing to express my strong support for the development of the Associate of Applied Science degree and Certificate C in *Milling Technician*.

At our flour mill, I work closely with new employees who typically have no prior background in milling. Training them on fundamental concepts such as wheat cleaning and tempering, sanitation and mill process control, and operation of milling systems is a time-intensive process that can take months before they are comfortable and confident on the job. A structured program that includes coursework in *Wheat Flour Milling I & II, Industrial Electric Power, Hydraulic & Pneumatic Power, Quality Assessment and Flour Additives, and the Flour Milling Internship* would provide graduates with the practical and technical knowledge that is directly applicable to our operations.

The addition of supporting courses—such as *Applied Entomology & Pest Management, Fundamentals of Food Science, Instrumentation and Control, and Ag Business Management*—makes the program even more valuable, ensuring graduates are not only skilled operators but also well-rounded professionals who understand food safety, quality systems, and business impacts.

This program would greatly reduce the extensive training burden currently placed on mill managers and would accelerate the development of highly capable millers. Farmer Direct Foods would be open to hiring graduates of this program, as we recognize the significant value they would bring to our team and the industry.

I commend Cowley College for recognizing this workforce need and encourage the advancement of this degree program, which will strengthen both the milling industry and the future workforce.

Sincerely,

A handwritten signature in black ink that reads "Abbey Lamberson". The signature is written in a cursive, flowing style.

Abbey Lamberson  
Quality Manager  
Farmer Direct Foods



# International Association of Operative Millers

12351 W. 96<sup>TH</sup> TERRACE, SUITE 100, LENEXA, KANSAS 66215, USA  
PHONE: 913.338.3377 FAX: 913.338.3553 EMAIL: INFO@IAOM.ORG

[www.iaom.org](http://www.iaom.org)

3/3/2026

Cowley College  
125 S 2<sup>nd</sup> St.  
Arkansas City, KS 67005

To Whom it May Concern:

On behalf of the International Association of Operative Millers (IAOM), I am pleased to express our strong support for Cowley College's initiative to establish an Associate of Applied Science degree program for Milling Technicians. As Director of Professional Development for IAOM, I work closely with milling companies and industry professionals around the world, and the need for well-trained, technically skilled employees continues to grow.

Cowley College's milling program plays an important role in preparing students for careers in the grain and flour milling industry. Expanding the program to include an Associate of Applied Science degree will provide students with additional opportunities to develop the technical and operational skills needed to advance within milling organizations.

IAOM is committed to supporting students and helping connect them with opportunities within the milling profession. Through our global network of milling companies and industry professionals, we work to strengthen the connection between education and industry. Specifically, IAOM supports students in the following ways:

- **Industry Connections:** We connect students and graduates with milling companies across our global membership network for employment and internship opportunities.
- **Internship Facilitation:** We work directly with milling companies to help secure internships, particularly those required for completion of the certificate programs.
- **Mentorship Development:** We are developing a mentorship program to connect students with experienced industry professionals for career guidance, introductions, and professional development.
- **Professional Visibility:** We encourage student participation at IAOM conferences and events, where they can meet prospective employers, learn from industry leaders, and expand their professional networks.

IAOM values its partnership with Cowley College and the important role the program plays in developing the next generation of milling professionals. We look forward to continuing to support the growth of the milling program.

Sincerely,

Madison Kirkendoll  
Director of Professional Development, IAOM

8/9/2025

Cowley College  
125 S 2nd St.  
Arkansas City, KS 67005

To Whom it May Concern:

I am writing to express my strong support for Cowley College's initiative to establish a new associate degree program for the milling industry. As an advocate for lifelong learning and talent development through both academic study and professional experience, I recognize the value of programs like this in advancing industry recruitment and growth within a sector I am passionate about. It is encouraging to see Cowley College responding proactively to the evolving needs of students and industries in our community.

The introduction of the Associate of Applied Science: Milling Technician degree exemplifies Cowley College's dedication to academic excellence and its commitment to meeting current workforce demands. I deeply appreciate this level of engagement, and I can confidently say that the industry shares my gratitude.

By offering students comprehensive and relevant education, this program is well-positioned to equip future professionals with the essential skills and expertise needed for success in the milling sector.

With 42 years of experience at ConAgra Brands and Ardent Mills, I am confident that implementing this associate degree program will further enhance Cowley College's reputation as a leader in higher education and make a significant contribution to progress within the milling industry.

I welcome opportunities to collaborate with Cowley College in any capacity to help ensure the success and sustainability of this important initiative. I am convinced that, through our joint efforts, we can achieve meaningful, long-lasting outcomes for both our students and the industry.

Please do not hesitate to contact me if you require any assistance in support of this endeavor. I look forward to witnessing the positive impact and future successes of this associate degree program.

Sincerely,



Randall Garvert

Former Sr Director, Operations for ConAgra Mills & Ardent Mills  
Former Strategic Account Manager, Ardent Mills  
Owner, Garvert Consults LLC

## **Appendix D**

### **General Letters of Support**

3/5/2026

Cowley College  
125 S 2nd St.  
Arkansas City, KS 67005

To Whom it May Concern:

I am writing to express my wholehearted support for Cowley College's initiative to establish a new Associate of Applied Science degree program for Milling Technicians. As an advocate for education and workforce development, I am pleased to see Cowley College taking proactive steps to meet the evolving needs of students and the milling industry.

The introduction of this Associate of Applied Science: Milling Technician degree program reflects Cowley College's commitment to providing relevant, industry-driven education. By offering students access to comprehensive technical training and practical knowledge, this program will equip graduates with the skills necessary to succeed in the milling industry and contribute meaningfully to the workforce.

Within our industry, structured training pathways are extremely valuable. Individuals completing the Certificate C level of training often gain the foundational and technical skills needed to move into supervisory roles within milling operations. Those who complete the Associate of Applied Science degree will have a broader depth of technical knowledge, operational understanding, and leadership preparation that positions them well for salaried and management-level roles within milling organizations. Establishing both credential pathways helps create a clear professional progression for individuals entering the field while strengthening the talent pipeline for the industry.

As someone who has worked in the milling industry, I am confident that the implementation of this associate degree program will further enhance Cowley College's reputation as a leader in higher education and workforce development while supporting the continued advancement of the milling profession.

I am eager to collaborate with Cowley College in any capacity to ensure the success and sustainability of this new initiative. By working together, we can help create meaningful opportunities for students while supporting the future needs of the milling industry.

Sincerely,



Joe Woodard



Archer Daniels Midland Company  
North American Headquarters  
PO Box 1470  
Decatur, Illinois 62526  
t (217) 424.5200  
-  
ADM.COM

March 25, 2024

Cowley College  
125 S 2<sup>nd</sup> St.  
Arkansas City, KS 67005

To Whom it May Concern:

I am writing to express my wholehearted support for Cowley College's initiative to establish a new associate degree program. As an advocate for education and workforce development, I am thrilled to see Cowley College take proactive steps to meet the evolving needs of students and industries in our community.

The introduction of this new associate of applied science: milling technician degree program is not only a testament to Cowley College's commitment to academic excellence but also a reflection of its responsiveness to the demands of the job market. By offering students access to comprehensive and relevant education, this program has the potential to empower individuals with the skills and knowledge necessary to succeed in the milling field.

As someone in the industry who has worked at ADM Milling Co. as a trainee, superintendent and, for the past 21 year, a plant operations manager I am confident that the implementation of this associate degree program will further enhance Cowley College's reputation as a leader in higher education. I also have confidence that this education track will help the milling industry fill vital needs both presently and in the future.

I am eager to collaborate with Cowley College in any capacity to ensure the success and sustainability of this new initiative. I firmly believe that by working together, we can create a brighter future for our students and our community. Please do not hesitate to reach out if there is anything I can do to support Cowley College in this endeavor. I look forward to witnessing the positive impact of this new associate degree program and celebrating its achievements in the years to come.

Sincerely,

A handwritten signature in black ink, appearing to read "Drew Stewart", written over a light blue horizontal line.

Drew Stewart  
Plant Manager - ADM Milling Co. Camp Hill, PA  
IAOM Niagara District Director  
IAOM Board Member

March 25, 2024

Cowley College  
125 S 2<sup>nd</sup> St.  
Arkansas City, KS 67005

To Whom it May Concern:

I am writing to express my wholehearted support for Cowley College's initiative to establish a new associate degree program. As an advocate for education and workforce development, I am thrilled to see Cowley College take proactive steps to meet the evolving needs of students and industries in our community.

The introduction of this new associate of applied science: milling technician degree program is not only a testament to Cowley College's commitment to academic excellence but also a reflection of its responsiveness to the demands of the job market. By offering students access to comprehensive and relevant education, this program has the potential to empower individuals with the skills and knowledge necessary to succeed in the milling field.

As someone in the industry who has worked in an Operations Leadership role for 10+ years, I am confident that the implementation of this associate degree program will further enhance Cowley College's reputation as a leader in higher education and contribute significantly to the advancement of milling.

I am eager to collaborate with Cowley College in any capacity to ensure the success and sustainability of this new initiative. I firmly believe that by working together, we can create a brighter future for our students and our community. Please do not hesitate to reach out if there is anything I can do to support Cowley College in this endeavor. I look forward to witnessing the positive impact of this new associate degree program and celebrating its achievements in the years to come.

Sincerely,

*Tim Schaal*

Tim Schaal  
Director, Global Technology  
ADM Milling

## **Appendix E**

**MOU with IAOM (International Association of Operative Millers)**



**COWLEY  
COLLEGE**

## MEMORANDUM OF UNDERSTANDING & COOPERATIVE AGREEMENT

THIS AGREEMENT entered into by and between the following parties, COWLEY COUNTY COMMUNITY COLLEGE and the International Association of Operative Millers (IAOM) is made to provide an understanding and renewal of a partnership arrangement whereby students and industry professionals are able to obtain technical education through the Milling Technician program.

### CURRICULUM

- The course taught must be an approved College catalogued course, approved by the Kansas Board of Regents, and apply towards a Cowley degree/certificate program, be linked/tied to a Career and Technical Program or a non-credit course.
- The course must be taught with the same requirements as any other college course, adhere to the same course descriptions, and have the same departmental designation, number, title and credits as courses taught on the main campus. Courses are currently structured in five-week lengths and any exceptions to that format require collaboration with the Milling program lead at Cowley and/or the Academic office.
- The learning objectives/outcomes found in the course procedure/outline must be followed. Notification to the milling program lead and the Academic Office is required if the textbook utilized for the course is going to be changed.
- Textbooks will be provided by IAOM at no cost to Cowley.

### FACULTY REQUIREMENTS

- Instructors must be approved by the Cowley College Vice President of Academic Affairs and meet minimum institutional requirements for teaching in the discipline as established in the College procedure EMP007. *Hiring Qualified Faculty*
  - a. Qualified faculty are identified primarily by credentials, however other factors may also be considered in addition to the degrees earned. These may include tested experience in industry and abilities to design curricula, develop and implement effective pedagogy, and appreciate the breadth of the knowledge in quality of undergraduate education.
  - b. Those individuals who do not meet the preferred qualifications may be considered for teaching pending approval of a continued plan of study approved by the Chief Academic Office and with authorization of the College President.
- Instructors are required to complete orientation and training (including Blackboard) provided by the college.
- Instructors are expected to adhere to the standard Cowley reporting guidelines (roster certification, grade reporting, academic performance, etc.) and submit the documents as outlined by the College academic calendar.
- Instructors are expected to parallel the rigor of instruction, course objectives, assignments, testing, and evaluation, as are followed within on-campus classes.
- Instructors are expected to provide their students with a copy of the course syllabus during the first week of class and utilize the Cowley sample syllabus and if applicable, the course program guide as a reference.
- Instructors are expected to communicate with the college personnel regularly to keep current on College procedures A Cowley College email account and instructor account will be provided to the instructor.



**COWLEY  
COLLEGE**

INSTRUCTOR EVALUATIONS

- Instructor evaluations may be administered. College personnel will request permission and schedule classroom observations with the instructor. Students may also be provided with the opportunity to evaluate their course experience/instructor.

COMPENSATION

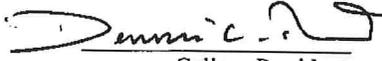
- The College will pay to IAOM the instructional support of \$550 per course credit hour. If the enrollment numbers are below 10, a reduced amount of this fee will be provided. For example, 9 students would mean 90% of the fee, 8 students would be 80% of the fee. Payment will not be made for students in poor financial standing. Payment will be made each semester, after official rosters and certification dates have passed. IAOM will determine the payment procedure regarding the instructor.
- The College will pay to IAOM a one-time per year student resource fee. The student resource fee will be \$100 and assigned to enrollment in the first course of the sequence, *Intro to Flour and Wheat*.

IN ADDITION,

- Both parties should advertise and jointly advise students that this option is available to them. College advisors are available to answer any questions students or parents have about the program guidelines, transferability of courses, etc.
- This agreement represents a renewal of the recently expired agreement between the two parties and is effective retroactively from August 2021 until August 2026. The agreement may only be cancelled at the conclusion of an academic semester or at the conclusion of the academic year, whichever does not cause curriculum disruptions for currently enrolled students. Continuation and terms of this Agreement are subject to applicable laws, rules, and regulations outlined by the Kansas Legislature, Kansas Board of Regents, the Kansas State Board of Education and the Higher Learning Commission.

By signing below, we the parties representing the following institutions accept and approve THIS AGREEMENT.

COLLEGE – Cowley County Community College

 6-10-22  
College President Date

 6-10-2022  
VPAA Signature Date

IAOM – International Association of Operative Millers

Melinda Farris  
Chief Executive Officer

 6/10/2022  
Signature Date

## **Appendix F**

### **Program Grids**



## Cowley College Degree Grid

This unique certificate program prepares candidates to work in flour mills as an associate working in many of the areas of the modern mills. The milling classes will be taught by professionals from the International Association of Operative Millers. At the conclusion of the courses, candidates will complete an internship at a functioning flour mill.

### Milling Technician (Vocational Certificate A)

| COURSE NUMBER                   | COURSE NAME                                  | SEMESTER |           |   |   |
|---------------------------------|--|----------|-----------|---|---|
|                                 |  | 1        | 2         | 3 | 4 |
| <b>TECHNICAL REQUIREMENTS</b>   |  |          |           |   |   |
| MLL3590                         | Introduction to Milling and Wheat            | 2        |           |   |   |
| MLL3591                         | Introduction to Wheat Cleaning and Tempering | 2        |           |   |   |
| MLL3592                         | Wheat Flour Milling I                        |          | 3         |   |   |
| MLL3593                         | Wheat Flour Milling II                       |          | 3         |   |   |
| MLL3594                         | Sanitation and Mill Process Control          |          | 2         |   |   |
| MLL3595                         | Quality Assessment and Flour Additives       |          | 2         |   |   |
| MLL3596                         | Flour Milling Internship                     |          | 3         |   |   |
| <b>TOTAL TECHNICAL HOURS 17</b> |  | <b>4</b> | <b>13</b> |   |   |



## Cowley College Degree Grid

This unique certificate program prepares candidates to work in flour mills as an associate working in many of the areas of the modern mills. The milling classes will be taught by professionals from the International Association of Operative Millers while college faculty will teach the ancillary courses required in the industry. At the conclusion of the courses, candidates will complete an internship at a functioning flour mill.

### Milling Technician (Vocational Certificate B)

| COURSE NUMBER                   | COURSE NAME                                  | SEMESTER  |           |          |   |
|---------------------------------|--|-----------|-----------|----------|---|
|                                 |  | 1         | 2         | 3        | 4 |
| <b>TECHNICAL REQUIREMENTS</b>   |  |           |           |          |   |
| <u>MLL3600</u>                  | Mechatronic Systems                          |           |           |          |   |
| <u>INR3716</u>                  | Technical Mathematics (or higher)            | 3         |           |          |   |
| <u>MLL3590</u>                  | Introduction to Milling and Wheat            | 3         |           |          |   |
| <u>MLL3591</u>                  | Introduction to Wheat Cleaning and Tempering | 2         |           |          |   |
| <u>MLL3602</u>                  | Industrial Electric Power                    | 2         |           |          |   |
| <u>MLL3592</u>                  | Wheat Flour Milling I                        | 3         |           |          |   |
| <u>MLL3601</u>                  | Electromechanical Technology                 |           | 3         |          |   |
| <u>MLL3593</u>                  | Wheat Flour Milling II                       |           | 3         |          |   |
| <u>MLL3603</u>                  | Hydraulic & Pneumatic Power                  |           | 3         |          |   |
| <u>MLL3594</u>                  | Sanitation and Mill Process Control          |           | 3         |          |   |
| <u>MLL3595</u>                  | Quality Assessment and Flour Additives       |           | 2         |          |   |
| <u>MLL3596</u>                  | Flour Milling Internship                     |           | 2         |          |   |
|                                 |  |           |           | 3        |   |
| <b>TOTAL TECHNICAL HOURS 32</b> |  | <b>13</b> | <b>16</b> | <b>3</b> |   |



## Cowley College Degree Grid

| Milling Technician<br>(Vocational Certificate C) |  |           |           |           |   |
|--|--|-----------|-----------|-----------|---|
| COURSE<br>NUMBER                                 | COURSE NAME                                  | SEMESTER  |           |           |   |
|  |  | 1         | 2         | 3         | 4 |
| TECHNICAL REQUIREMENTS                           |  |           |           |           |   |
| MLL3600  | Mechatronic Systems                          | 3         |           |           |   |
| INR3716  | Technical Mathematics (or higher)            | 3         |           |           |   |
| MLL3590  | Introduction to Milling and Wheat            | 2         |           |           |   |
| MLL3591  | Introduction to Wheat Cleaning and Tempering | 2         |           |           |   |
| MLL3602  | Industrial Electric Power                    | 3         |           |           |   |
| MLL3592  | Wheat Flour Milling I                        |           | 3         |           |   |
| MLL3601  | Electromechanical Technology                 |           | 3         |           |   |
| MLL3593  | Wheat Flour Milling II                       |           | 3         |           |   |
| MLL3603  | Hydraulic & Pneumatic Power                  |           | 3         |           |   |
| MLL3594  | Sanitation and Mill Process Control          |           | 2         |           |   |
| MLL3595  | Quality Assessment and Flour Additives       |           | 2         |           |   |
| AGR1255  | Fundamentals of Food Science                 |           |           | 3         |   |
| AGR1260  | Applied Entomology & Pest Management         |           |           | 3         |   |
| MEC3487  | Instrumentation and Control                  |           |           | 3         |   |
| AGR1257  | Ag Business Management                       |           |           | 3         |   |
| MEC3480  | Automation and Controls                      |           |           | 3         |   |
| MLL3596  | Flour Milling Internship                     |           |           | 3         |   |
| <b>TOTAL TECHNICAL HOURS 47</b>                  |  | <b>13</b> | <b>16</b> | <b>18</b> |   |

| <b>MILLING TECHNICIAN<br/>(Associate of Applied Science Degree)</b> |  |           |           |           |           |
|---|--|-----------|-----------|-----------|-----------|
| COURSE NUMBER   | COURSE NAME                                  | SEMESTER  |           |           |           |
|   |  | 1         | 2         | 3         | 4         |
| <b>GENERAL EDUCATION REQUIREMENTS</b>                               |  |           |           |           |           |
| <b>Basic Skills (3 hours) Choose one from the list below</b>        |  |           |           |           |           |
| LED1448   | Introduction to Leadership                   |           |           |           | 3         |
| AGR1269   | AG Communication                             |           |           |           | 3         |
| AGR1213   | AG Computation                               |           |           |           | 3         |
| AGR1230   | Agriculture Economics                        |           |           |           | 3         |
| CAP1516   | Computer Applications or equivalent          |           |           |           | 3         |
| <b>GENERAL EDUCATION HOURS</b>                                      |  |           |           |           | <b>15</b> |
| <b>TECHNICAL REQUIREMENTS 41 HOURS</b>                              |  |           |           |           |           |
| MLL3600   | Mechatronic Systems                          | 3         |           |           |           |
| INR3716   | Technical Mathematics (or higher)            | 3         |           |           |           |
| MLL3590   | Introduction to Milling and Wheat            | 2         |           |           |           |
| MLL3591   | Introduction to Wheat Cleaning and Tempering | 2         |           |           |           |
| MLL3602   | Industrial Electric Power                    | 3         |           |           |           |
| MLL3592   | Wheat Flour Milling I                        |           | 3         |           |           |
| MLL3601   | Electromechanical Technology                 |           | 3         |           |           |
| MLL3593   | Wheat Flour Milling II                       |           | 3         |           |           |
| MLL3603   | Hydraulic & Pneumatic Power                  |           | 3         |           |           |
| MLL3594   | Sanitation and Mill Process Control          |           | 2         |           |           |
| MLL3595   | Quality Assessment and Flour Additives       |           | 2         |           |           |
| AGR1255   | Fundamentals of Food Science                 |           |           | 3         |           |
| AGR1260   | Applied Entomology & Pest Management         |           |           | 3         |           |
| MEC3487   | Instrumentation and Control                  |           |           | 3         |           |
| AGR1257   | Ag Business Management                       |           |           | 3         |           |
| MEC3480   | Automation and Controls                      |           |           | 3         |           |
| <b>INTERNSHIP/SPECIAL TOPICS 3 HOURS</b>                            |  |           |           |           |           |
| MLL3596   | Flour Milling Internship                     |           |           | 3         |           |
| <b>TECHNICAL HOURS</b>  |  | <b>13</b> | <b>16</b> | <b>18</b> | <b>0</b>  |
| <b>TOTAL HOURS 62</b>   |  | <b>13</b> | <b>16</b> | <b>18</b> | <b>15</b> |

## **Appendix G**

### **Cowley College Meeting Minutes with Approvals**

**Milling Advisory**

**Academic Affairs Council (AAC)**

**Administrative (President's) Council (AC)**

**Board of Trustees**

## Dr. Tasha Taylor

---

**From:** Melinda Farris <melinda.farris@iaom.org>  
**Sent:** Wednesday, November 5, 2025 2:29 PM  
**To:** Dr. Tasha Taylor; Madison Kirkendoll  
**Subject:** RE: Information Request

Good afternoon, Dr. Taylor,

Thank you for reaching out. I'm happy to help with this question.

For the food and grain milling sector, the most appropriate Standard Occupational Classification (SOC) code is typically:

51-9021 – Crushing, Grinding, and Polishing Machine Setters, Operators, and Tenders

*This code includes occupations involved in operating or tending machines that crush, grind, or process materials such as grain, stone, or similar products.*

Depending on the level or focus of the position, there are also related SOC codes sometimes used in the industry, including:

- 51-9012 – Separating, Filtering, Clarifying, Precipitating, and Still Machine Operators (for grain cleaning and separation processes)
- 11-3051 – Industrial Production Managers (for plant or mill management roles)
- 19-1012 – Food Scientists and Technologists (for quality, R&D, or product development roles)

The 51-9021 classification, however, is generally accepted as the best fit for millers and process operators in the food and ag sector.

Please don't hesitate to let me know what context you're using the SOC code for – if it's related to curriculum alignment, workforce funding, or reporting, we can help make sure it aligns properly with IAOM's professional development programs and industry standards.

Warm regards,  
Melinda

Melinda Farris, CAE (she, her, hers)  
IAOM

[melinda.farris@iaom.org](mailto:melinda.farris@iaom.org)

P: +1 (913) 338-3377

[www.iaom.org](http://www.iaom.org)

---

**From:** Dr. Tasha Taylor <Tasha.Taylor@cowley.edu>  
**Sent:** Wednesday, November 5, 2025 9:59 AM  
**To:** Madison Kirkendoll <madison.kirkendoll@iaom.org>; Melinda Farris <melinda.farris@iaom.org>  
**Subject:** Information Request

Good morning, IAOM partners!

Could you please put me in touch with someone within your HR Department? I have a specific question related to SOC (Standard Occupational Codes) Codes within the Milling industry. I am trying to determine which SOC is the most appropriate fit for the type of milling completed within the Food and Ag Industry. Thanks!

Dr. Tasha Taylor

AVP of Academic Affairs/PEP (Prison Education Program) Administrator/Acting ALO  
Cowley College

## Milling Technology Advisory Committee Agenda and Meeting Minutes

2/23/2026

2:00pm – 2:37pm



In attendance: Marlin Burcham – Department Chair, Dr. Tasha Taylor – AVP of Academic Affairs, Zach Cooper – Director of Summer Campus, Rebecca Fitzpatrick – IAOM Office Manager, Joe Woodard – ADM Operations, Abbey Lamberson – Farmer Direct Foods Quality Manager, Jason Bolte – Ardent Mills Maintenance and Reliability Leader

Absent: Madison Kirdendoll – IAOM, Melinda Farris – Chief Executive Officer – IAOM, Drew Stewart - ADM

Contact Information: Dr. Tasha Taylor <Tasha.Taylor@cowley.edu>; drew.stewart@adm.com <drewstewart@mennel.com>; Jason Bolte <jason.bolte@ardentmills.com>; joe.woodard@adm.com <josephwoody1961@gmail.com>; Madison Kirkendoll <madison.kirkendoll@iaom.org>; Melinda Farris <melinda.farris@iaom.org>; Cooper, Zach Zach.Cooper@cowley.edu; Marlin.Burcham@cowley.edu; Rebecca.fitzpatrick@iaom.org

### 1. Introductions

### 2. Current Course Content

- a. Curriculum for Cert A and B (Approved and Offered)
  - i. Updates to courses or content
  - ii. Sequence is logical
- b. Update on current enrollment at Cowley
  - i. Current Enrollment - 4
- c. Cert C and AAS (Pending Approval)
  - i. Updates to courses or content
  - ii. Sequence is logical

### 3. Industry Need and Credentials/Certifications/Licenses

- a. Industry need for Cert A and B
  - i. Entry and Exit Points
    1. Credentials
    2. Pay
    3. Opportunity
- b. Industry need for Cert C and AAS
  - i. Entry and Exit Points

Summary: All items presented and discussed as listed above with discussion facilitated by Marlin, Zach, and Dr. Tasha. Attendees had no questions about Certs A&B, agreeing they remain valuable. Jason stated the internship is a valuable experience as it provides direct exposure to milling roles and prepares employees. All members agreed both Cert C and AAS to be credentials of value, as each includes courses furthering technical and management skills. Joe stated those with Cert C could be hired in directly in to shift supervisor roles instead of hourly employees, and those with AAS could be hired in to salaried management roles. Abbey stated based on proposed Cert C curriculum, curriculum mirrors 2-3 industry experience; employees with no experience hired in at \$15-\$17/hr, those with Certs A/B hired at \$17-\$20, those with Cert C (\$20--\$24/hr ) and AAS could aligns with leadership and operations management salaried roles. Abbey suggested possible certificate/offering in HACCP, or Hazard Analysis Critical Control Point. Joe and Jason offered to provide equipment donations. Joe offered to provide additional connections within the milling industry. All board members open to hosting field trips. Rebecca stated support for networking and list of events for recruitment and student contests

Next Meeting: Fall 2026

Action Items: Follow up with Joe and Jason for item and supply donations. Follow up with Rebecca for list of events.

Adjournment

### Milling Technology Advisory Meeting



Burcham, Marlin

Required Cooper, Zach; Dr. Tasha Taylor; Drew Stewart; Jason Bolte; Joe Woodard; Madison Kirkendoll; Melinda Farris Thu 2/19/2026 7:23 AM

Accept Tentative Decline

Monday, February 23, 2026 2:00 PM-2:30 PM Microsoft Teams Meeting

Zoom Link:

[https://us02zoom.us/j/9247755843](#)

Print Attachment As Attachments Attachments All Message  
Actions Save to Computer Save to Cloud Selection Message

#### Agenda and Degree Grids for Today's Meeting



Burcham, Marlin

To: Dr. Tasha Taylor; drew.stewart@adm.com; Jason Bolte; joe.woodard@adm.com; Madison Kirkendoll; Melinda Farris; Cooper, Zach

Milling Technology Advisory Committee Agenda.docx 20 KB Degree Grids.pdf 783 KB

Reply Reply All Forward

Thanks,

Marlin Burcham  
Ag Instructor  
620-441-6560  
marlin.burcham@cowley.edu

**Advisory Committee Meeting Minutes  
Cowley College  
Milling Tech  
Program Advisory Committee Meeting  
ZOOM – 6/10/25**

3:00 pm      **Advisory Board Meeting**

3:00 pm      **Welcome/Call to Order – \_\_Dr. Rachel Bates\_\_\_\_\_**

**Attendance**

| <b>Name</b>        | <b>Company</b> | <b>✓</b> |
|--------------------|----------------|----------|
| Melinda Farris     | AIOM           | X        |
| Madison Kirkendoll | AIOM           | X        |
| Dr. Rachel Bates   | Cowley College | X        |
| Daniel Brooks      | Cowley College | X        |
| Jessica Dorman     | Cowley College | X        |

**Approval of Previous Meeting Minutes**

Jessica Dorman shared last meeting minutes via PDF in the Zoom Chat

**Meeting to discuss changes at Cowley**

- Dr. Bates is leaving Cowley June 13<sup>th</sup>
- Buddy Curry has separated from Cowley
- New Ag instructor to be hired and get them in the know with Milling program

**Program Review - \_\_Milling\_\_**

**Old Business**

Dr. Bates inquired about the interest to move to offer an AAS for Milling program

- It was brought to the board’s attention that KSU has gotten wind of Buddy’s efforts to get the AAS approved and is now talking about starting one themselves. More information will be forthcoming.

**Program Updates:**

The program did not need any updates at this point until the full AAS is approved and started.

**Needs:**

- Get updates and be part of the conversation about KState being able to offer a 2-year degree
- Melinda requested student enrollment numbers going back to 2022

**Review of Curriculum:**

No review took place

**New Business:**

Looking forward to doing more workshops on campus like what was done during Spring Break

**Next Meeting:**

- Fall 2025 will be scheduled

**Motion to adjourn:**

\_\_Dr. Rachel Bates\_\_\_\_\_ moved to adjourn.

**Advisory Committee Meeting Minutes**  
**Cowley College**  
Milling Tech  
**Program Advisory Committee Meeting**  
**ZOOM – 5/15/2024 Wellington Campus**

5:30 pm      **Advisory Board Meeting**

6:00 pm      **Welcome/Call to Order – \_\_Melinda Farris\_\_\_\_\_**

**Attendance**

| <b>Name</b>        | <b>Company</b>     | <b>✓</b> | <b>Name</b> | <b>Company</b> | <b>✓</b> |
|--------------------|--------------------|----------|-------------|----------------|----------|
| Melinda Farris     | AIOM               | X        | Tim Schaat  | ADM            |          |
| Joe Woodward       | ADM                | X        | Buddy Curry | Cowley College | X        |
| Madison Kirkendoll | AIOM               | X        | Jason Bolte | Ardent Mills   |          |
| Drew Stewart       | ADM                | X        |             |                |          |
| Randy Garvert      | Garvert Consulting |          |             |                |          |

**Approval of Previous Meeting Minutes**

**\_Joe Woodward\_** moved to approve the minutes as read, **\_\_Madison Kiriendoll\_\_** second, minutes approved as read.

**Advisory Committee Responsibilities**

- Hand out 2016 Advisory Board Handbooks – **Was Handed out**
- Review Goals, Objectives, and Activities of Advisory Committee – Buddy Curry
- Completion of the Advisory Board Member Survey
- Review of the Advisory Board Member Contact List

**Program Review - \_\_Milling\_\_\_\_\_**

**Old Business**

Buddy Curry – Discussed the degree plan that was decided on in the last meeting, informed that it had been approved by Academic Affairs, but has not went any further.

**Program Updates:**

The program did not need any updates at this point until the full AAS is approved and started.

**Needs:**

**Review of Curriculum:**

No review took place the committee would like to wait until full degree is granted.

**New Business:**

- Future of Program
  - The Board would like for Buddy to continue to push the full degree program through.
- It was brought to the board's attention that KSU has gotten wind of Buddy's efforts to get the AAS approved and is now talking about starting one themselves. More information will be forthcoming.

**Next Meeting:**

- Schedule for
  - Not schedule at this meeting

**Motion to adjourn:**

\_\_\_Joe Woodward\_\_\_ moved to adjourn.

**Advisory Committee Meeting Minutes  
Cowley College  
Milling Technician Certificate Program  
November 20, 2023 3:00pm Via Zoom**

**Welcome/Call to Order (Buddy and Melinda)**

**Attendance:**

| Name  | Company        | X                                   |
|---|----------------|-------------------------------------|
| Randy Garvert<br><a href="mailto:Randy.garvert@ardentmills.com">Randy.garvert@ardentmills.com</a> | Ardent Mills   | <input checked="" type="checkbox"/> |
| Joe Woodard<br><a href="mailto:Joe.woodard@adm.com">Joe.woodard@adm.com</a>                       | ADM Mills      | <input checked="" type="checkbox"/> |
| Jason Bolte<br><a href="mailto:Jason.bolte@ardentmills.com">Jason.bolte@ardentmills.com</a>       | Ardent Mills   | <input checked="" type="checkbox"/> |
| Drew Stewart<br><a href="mailto:Drew.stewart@adm.com">Drew.stewart@adm.com</a>                    | ADM Mills      | <input checked="" type="checkbox"/> |
| Melinda Farris<br><a href="mailto:Melinda.farris@iaom.org">Melinda.farris@iaom.org</a>            | IAOM           | <input checked="" type="checkbox"/> |
| Madison Kirkendoll  | IAOM           | <input checked="" type="checkbox"/> |
| Buddy Curry<br><a href="mailto:Buddy.curry@cowley.edu">Buddy.curry@cowley.edu</a>                 | Cowley College | <input checked="" type="checkbox"/> |
|   |                |                                     |

**Officers were assigned at the first meeting in 2021**

- Chairperson – Co-chairs assigned (Bolte and Woodard)
- Secretary – Madison Kirkendoll

**Administrative Details about the Milling Technician Program**

Currently the Milling program offers a Cert a & B with Cowley College. The Association has most of its dealing with the Ag program at Cowley College.

**Old Business**

The Group continued the discussion of how to market the program to get more interest from the younger demographic. More important the high school and college students.

**New Business**

Associates of Applied Science brought up in Spring 23 meeting was discussed in greater detail about moving the Cert A & B into a full Associates of Applied Science Degree. Buddy Curry Presented Materials and possible degree layouts for this endive that he worked on since last meeting, which includes added an C certificate and a full AAS.

After the presentation from Buddy the group has decided they like the plan presented and should make a good fit for their future plans of the milling technician program.

Curriculum elements decided, and administrative details agreed upon, it's Buddy intention to move forward with the necessary paperwork to finalize the Milling Technician AAS program and the group expects that to be finalized for Fall 2024. Discussion focused around aligning the IAOM and Cowley outreach efforts, and IAOM discussed ongoing plans to recruit around mills in different regions of the country.

**Other Business:**

The group aspires to send representatives to State FFA and National FFA events in the coming years and incorporate IAOM members in those efforts.

**Schedule Next Advisory Board Meeting:**

*TBD Spring 2024*

**Motion to adjourn:**

**Bolte and Woodard** moved to adjourn.

ACADEMIC AFFAIRS AGENDA  
Student Life Conference Room  
February 22, 2024

**COURSE /CURRICULUM UPDATES**

- Special Operations in Criminal Justice
- WEL3615 – Basic Welding Processes 1
- WEL3620 – Basic Welding Processes 2
- WEL3635 – Basic Welding Processes 3
- WEL3637 – Welding Fabrication
- WEL3640 – Basic Welding Processes 4
- WEL3645 – Special Alloy Welding
- WELXXXX – Welding Technology for Educators
- CST program changes for approval: Construction Technology
- Milling Tech Cert C
- Milling Tech AAS
- Updated Farm & Ranch Management Degree Plan
- Updated Precision Agronomy Degree Plan
- LIT2550 – American Literature 1
- LIT2551 – American Literature 2
- Microsoft PowerPoint
- Productivity Applications

**GENERAL ANNOUNCEMENTS:**

- AC Reports
  - Current enrollment
- AVP/Directors Reports

**FOLLOW UP:**

- Accommodation Letter & Syllabus

**NEW ITEMS:**

- Alternate schedule discussion
- Expectations for absences

**ACADEMIC AFFAIRS POLICY UPDATES/CHANGES:**

- ACD001 – Academic Calendar
- ACD012 – Interactive Distance Learning
- ACD013 – Proctored Testing
- ACD014 – Distance Learning
- ACD030 – Assignment of Instructor Workload Procedure

**IMPORTANT DATES**

Feb. 29 – Fall course schedules due back from Dept.  
Feb. 29 – Any catalog course information updates due to Academic office  
Mar. 1 – Summer enrollment opens  
Mar. 7 – Academic Affairs Meeting, 2:30 p.m.  
Mar. 7 – Any catalog or program updates due to Academic office  
Mar. 8 – Program Review Due to Academic Affairs (HUM & B/SS)  
Mar. 21 – Academic Affairs Meeting, 2:30 p.m.

Apr. 1 – Spring evaluations due  
Apr. 1 – Fall enrollment opens  
Apr. 18 – NC3 Signing Day  
May 13 – Professional Development Day  
Oct. 11 – KCOG Conference

## Administrative Council – Cowley College

February 27, 2024

1:00PM – President’s Conference Room

Attending: Dr. Michelle Schoon, Paul Erdmann, Jeff Fluty, Janice Stover, Dr. Rachel Bates, Dr. Scott Layton, Kristi Shaw, Stefani Jones, Debbie Phelps, Holly Harper

Recorder: Tiffany Vollmer

### APPROVAL OF AC MINUTES – All AC Members

- February 8, 2024 Electronic Vote – Marketing Contingency Request (Super Bowl Ad)
  - **AC approved the minutes as presented**
- February 13, 2024 Minutes
  - **AC approved the minutes with minor edits**

### HLC ACCREDITATION/STRATEGIC PLANNING UPDATE – Debbie Phelps

- Debbie placed a document into the OneDrive folder regarding criterion one: Mission for AC review.
- Reviewed the core and subcomponents, with an additional bulleted list. The bulleted points are what Debbie plans to write about. Some of them are even repeated.
- There is a quality standards page on the website that Debbie is adding documents to and is encouraging administrators to go out and review the documents for additional evidence. We say that our mission is most important to us, now we must prove it. AC should read through the quality standards page and if there are additional evidence files that could be added, please send those to Debbie.

### BOARD POLICY AND PROCEDURE REVIEWS – All AC Members

- AP 161b – Succession Planning Procedure (Dr. Schoon)
  - This procedure has been created, but has yet to be approved by AC as a formal administrative procedure (AP)
  - Holly requested clarity on the “ready now” statement. Does this mean ready to retire, or ready to step into a given position now. This does mean ready to step into a position now and Dr. Schoon will change that wording to make it clearer.
  - Janice asked if this procedure should also have language specific to faculty to include them. Dr. Schoon encourages academics to develop something similar for faculty, but this particular procedure accompanies policy 161 which is specific to Hiring of Non-Faculty Personnel.
  - Dr. Schoon also added an item requiring review of job descriptions.
  - **AC approved the procedure with the minor edit to the “ready now” statement**
- AP 165 – Sick Leave Procedure (Holly Harper)
  - Updated this procedure as a result of the master agreement change allowing for parental leave through the sick leave bank.
  - Parental leave definition – added the word “consecutive” in front of 4-weeks.
  - Moved things around for better fit based on the proposed changes.
  - Added clarity on the form and how it is to be used.
  - Holly will include the form to the bottom of the procedure along with linking to the procedure on the bottom of the form itself.
  - **AC approved the revised procedure as presented.**
- 111.00 – Employee Code of Conduct (Holly Harper)
  - Added a statement on moonlighting, prohibiting employees from doing outside employment work if there is a conflicts of interest or to perform the work on college time or with college resources.
  - **AC approved policy 111.00 as presented.**

- 155.00 – Keys to College Facilities and Equipment (Holly Harper)
  - Added a statement that loss of keys will incur a charge of \$75.
    - Upon conversation, the specific dollar amount was removed from the policy and will be added to the procedure. Policy will now say that loss of keys or failure to return keys upon termination will result in a charge incurred on the final paycheck.
  - **AC approved the policy with minor revisions.**

**SI EQUIP 6.1C – SUCCESSION PLANNING – Dr. Schoon**

- Dr. Schoon discussed the succession planning form being created by HR. Once the form has been completed, AC will need to establish a timeline for when the different parts of the form need to be completed along with the job manual for each position as part of this year’s evaluation process.

**INTERNATIONAL STUDENTS AND SCHOLARSHIPS – (Holly Harper)**

- At the February 18, 2020 AC meeting, there was a discussion regarding international scholarships competing for institutional scholarships. The minutes from that meeting as they stand are confusing and need to be clarified for the scholarship employees moving forward.
- At this point, people are submitting for Tiger athletic scholarships based on the way the minutes were worded.
- Holly will get additional details from her people and bring this back to the next AC meeting to make a clarification statement.

**PROGRAM APPROVAL – Janice Stover**

- Construction Technology
  - CERT A, CERT B, CERT C & AAS - Name change and new outline of courses in program to meet State program alignment.
  - **AC approved the Construction Technology Cert A, Cert B, Cert C, and AAS as presented.**

| <b>CONSTRUCTION TECHNOLOGY</b>                              |  |            |          |          |          |
|---|--|------------|----------|----------|----------|
| <b>Associate of Applied Science Degree</b>                  |  |            |          |          |          |
| <b>with Technical Certifications A, B &amp; C Embedded</b>  |  |            |          |          |          |
| COURSE NUMBER   | COURSE NAME  | SEMESTER   |          |          |          |
|   |  | 1          | 2        | 3        | 4        |
| <b>GENERAL EDUCATION REQUIREMENTS (16-18 hours)</b>         |  |            |          |          |          |
| ENG2211 or<br>BUS1640 or<br>COM2725                         | Composition I or<br>Business Communication or<br>Interpersonal Communications              | 3          |          |          |          |
| PHO6460   | Ethics (Humanities Elective)   |            | 3        |          |          |
| BUS1311 or<br>BUS1420 or<br>LED1448                         | Introduction to Business OR<br>Introduction to Management OR<br>Introduction to Leadership |            |          | 3        |          |
| INR3713 or<br>INR3717                                       | Applied Economics (Economics Elective)<br>Technical Mathematics (Math Option)              |            |          |          | 3        |
| PSY6711 or<br>SOC6811 or<br>ANT6911                         | Psychology OR<br>Sociology OR<br>Cultural Anthropology                                     |            |          |          | 3        |
| CAP1749   | Microsoft Excel (recommended) or (Computer Literacy)                                       | 1-3        |          |          |          |
| <b>GENERAL EDUCATION TOTAL 16-18 hours</b>                  |  | <b>4-6</b> | <b>3</b> | <b>3</b> | <b>6</b> |
| <b>TECHNICAL REQUIREMENTS (47 hours)</b>                    |  |            |          |          |          |
| INR3718   | OSHA 10 (May earn OSHA10 Certificate)  | 1          |          |          |          |
| CST3261   | Introductory Craft Skills  | 3          |          |          |          |
| CST3262   | Construction Basics (Pre-req Intro. to Craft Skills)                                       | 3          |          |          |          |
| <b>NOTE: Students may test for NCCER CORE Certification</b> |  |            |          |          |          |

|   |   |       |    |    |    |
|---|---|-------|----|----|----|
| CST3265   | Carpentry I (Pre-req.: Construction Basics)       | 4     |    |    |    |
| CST3263   | Concrete  |       | 5  |    |    |
| <b>CERTIFICATE A COMPLETION (16 Credits)</b>                                      |   |       |    |    |    |
| CST3266   | Carpentry II                                      |       | 6  |    |    |
| CST3264   | Workplace Skills                                  |       | 2  |    |    |
| CST3245   | Principles of Plumbing & HVAC                     |       |    | 3  |    |
| CST3246   | Principles of Electricity in Construction         |       |    | 3  |    |
| CST3249   | Introduction to Construction Codes                |       |    | 3  |    |
| <b>CERTIFICATE B COMPLETION (33 Credits)</b><br>(includes all of Cert A)          |   |       |    |    |    |
| <b>NOTE: Students can test for NCCER GENERAL CARPENTRY CERTIFICATION</b>          |   |       |    |    |    |
| <b>Complete a minimum of 6 credit hours of Skills Applications or Internships</b> |   |       |    |    |    |
| CST3275   | Carpentry/Construction Skills Applications I (3)  |       |    | 3  |    |
| CST3276   | Carpentry/Construction Skills Applications II (3) |       |    |    |    |
| CST3281   | Carpentry/Construction Internship I (3)           |       |    |    | 3  |
| CST3282   | Carpentry/Construction Internship II (3)          |       |    |    |    |
| CST3267   | Advanced Carpentry and Construction               |       |    |    | 6  |
| CST3237   | Fundamentals of Crew Leadership                   |       |    |    | 2  |
| <b>CERTIFICATE C COMPLETION (47 Credits)</b><br>(includes all of Cert A & B)      |   |       |    |    |    |
| <b>NOTE: Students can test for NCCER Advanced Carpentry Certification</b>         |   |       |    |    |    |
| <b>TECHNICAL HOURS (47)</b>   |   | 11    | 13 | 12 | 11 |
| <b>TOTAL HOURS (63-65)</b>  |   | 15-17 | 16 | 15 | 17 |
| <i>Optional Extra Course(s)</i>   |   |       |    |    |    |
| CST3247   | Introduction to 3D Construction Principles        |       |    |    | 5  |
| PSY6720   | First Year Experience (FYE)                       | 1     |    |    |    |

- Milling Technician
  - CERT C and AAS (Have Cert A & B – expanding to offer Cert C and AAS)
  - **AC approved the Milling Cert C and AAS, pending additional edits needed on the grid.**

| <b>Milling Technician<br/>(Vocational Certificate C)</b> |  |          |   |   |   |
|--|--|----------|---|---|---|
| COURSE NUMBER  | COURSE NAME                                  | SEMESTER |   |   |   |
|  |  | 1        | 2 | 3 | 4 |
| <b>TECHNICAL REQUIREMENTS</b>                            |  |          |   |   |   |
| MLL3600  | Mechatronic Systems                          | 3        |   |   |   |
| INR3716  | Technical Mathematics (or higher)            | 3        |   |   |   |
| MLL3590  | Introduction to Milling and Wheat            | 2        |   |   |   |
| MLL3591  | Introduction to Wheat Cleaning and Tempering | 2        |   |   |   |
| MLL3602  | Industrial Electric Power                    | 3        |   |   |   |
| MLL3592  | Wheat Flour Milling I                        |          | 3 |   |   |
| MLL3601  | Electromechanical Technology                 |          | 3 |   |   |
| MLL3593  | Wheat Flour Milling II                       |          | 3 |   |   |
| MLL3603  | Hydraulic & Pneumatic Power                  |          | 3 |   |   |
| MLL3594  | Sanitation and Mill Process Control          |          | 2 |   |   |
| MLL3595  | Quality Assessment and Flour Additives       |          | 2 |   |   |
| AGR1255  | Fundamentals of Food Science                 |          |   | 3 |   |
| AGR1260  | Applied Entomology & Pest Management         |          |   | 3 |   |
| MEC3487  | Instrumentation and Control                  |          |   | 3 |   |
| AGR1257  | Ag Business Management                       |          |   | 3 |   |
| MEC3480  | Automation and Controls                      |          |   | 3 |   |
| MLL3596  | Flour Milling Internship                     |          |   | 3 |   |

|                          |    |    |    |  |
|--------------------------|----|----|----|--|
| TOTAL TECHNICAL HOURS 32 | 13 | 16 | 18 |  |
|--------------------------|----|----|----|--|

| <b>MILLING TECHNICIAN<br/>(Associate of Applied Science Degree)</b> |  |           |           |           |           |
|---|--|-----------|-----------|-----------|-----------|
| COURSE NUMBER   | COURSE NAME                                  | SEMESTER  |           |           |           |
|   |  | 1         | 2         | 3         | 4         |
| <b>GENERAL EDUCATION REQUIREMENTS</b>                               |  |           |           |           |           |
| <b>Basic Skills (3 hours) Choose one from the list below</b>        |  |           |           |           |           |
| LED1448   | Introduction to Leadership                   |           |           |           | 3         |
| AGR1269   | AG Communication                             |           |           |           | 3         |
| AGR1213   | AG Computation                               |           |           |           | 3         |
| AGR1230   | Agriculture Economics                        |           |           |           | 3         |
| CAP1516   | Computer Applications or equivalent          |           |           |           | 3         |
| <b>GENERAL EDUCATION HOURS</b>                                      |  |           |           | <b>15</b> |           |
| <b>TECHNICAL REQUIREMENTS 41 HOURS</b>                              |  |           |           |           |           |
| MLL3600   | Mechatronic Systems                          | 3         |           |           |           |
| INR3716   | Technical Mathematics (or higher)            | 3         |           |           |           |
| MLL3590   | Introduction to Milling and Wheat            | 2         |           |           |           |
| MLL3591   | Introduction to Wheat Cleaning and Tempering | 2         |           |           |           |
| MLL3602   | Industrial Electric Power                    | 3         |           |           |           |
| MLL3592   | Wheat Flour Milling I                        |           | 3         |           |           |
| MLL3601   | Electromechanical Technology                 |           | 3         |           |           |
| MLL3593   | Wheat Flour Milling II                       |           | 3         |           |           |
| MLL3603   | Hydraulic & Pneumatic Power                  |           | 3         |           |           |
| MLL3594   | Sanitation and Mill Process Control          |           | 2         |           |           |
| MLL3595   | Quality Assessment and Flour Additives       |           | 2         |           |           |
| AGR1255   | Fundamentals of Food Science                 |           |           | 3         |           |
| AGR1260   | Applied Entomology & Pest Management         |           |           | 3         |           |
| MEC3487   | Instrumentation and Control                  |           |           | 3         |           |
| AGR1257   | Ag Business Management                       |           |           | 3         |           |
| MEC3480   | Automation and Controls                      |           |           | 3         |           |
| <b>INTERNSHIP/SPECIAL TOPICS 3 HOURS</b>                            |  |           |           |           |           |
| MLL3596   | Flour Milling Internship                     |           |           | 3         |           |
|   | Special Topics in Milling                    |           |           |           |           |
| <b>TECHNICAL HOURS</b>  |  | <b>13</b> | <b>16</b> | <b>18</b> | <b>0</b>  |
| <b>TOTAL HOURS 62</b>   |  | <b>13</b> | <b>16</b> | <b>18</b> | <b>15</b> |

### COURSE APPROVALS – Janice Stover

- New Courses
  - CRJ5410 – Special Operations in Criminal Justice (2 cr.)
  - CAP1553 – Microsoft Power Point (1 cr.)
  - CAP1556 –Microsoft Productivity Applications (1 cr.)
  - WEL3610 – Welding Technology for Educators (2 cr.)
  - **AC approved the new courses as presented.**
  
- Course Title changes
  - WEL3615 – Basic Welding Processes I (3 cr.) (Previously, Basic Welding Processes)
  - WEL3620 – Basic Welding Processes II (3 cr.) (Previously, Gas Welding Processes)
  - WEL3635 – Basic Welding Processes III (3 cr.) (Previously, Arc Welding Processes)
  - WEL3640 – Basic Welding Processes IV(3 cr.) (Previously, Advanced Welding Processes)

- WEL3637 – Welding Fabrication (3 cr.)\* (Previously, Fabrication & Welding Techniques)
- **AC approved the course title changes as presented.**
- Updated Course Procedures
  - WEL3645 – Special Alloy Welding (\*Now 3 cr. LAB – Previously 1/3 Lecture & 2/3 Lab)
  - LIT2550 – American Literature I (3 cr.) – Updated to meet KCOG Outcomes
  - LIT2551 – American Literature II (3 cr.) – Updated to meet KCOG Outcomes
  - **AC approved the updated course procedures as presented.**

#### **AREA REPORTS – All AC Members**

- Dr. Schoon – Talking about some changes with the marketing department and sports. The intent of this is to put Rama more in the sports media and SID role, freeing up more marketing time to focus more on the enrollment marketing piece. Still ironing out the details, but we are beginning this transition. The gaming lounge looks great and Paul and Kristi are still working out how this will function. Kristi took 7 students to OSU to view their facility for e-gaming and how it functions. Their set up is more geared for individual gamers whereas our is for multiple gamers. March 28<sup>th</sup> will be the soft opening then grand opening to follow. Names for the lounge will be proposed and voted on by the student body. Met with dorm managers today to try and replicated the look of the lounge over in the dorms.
- Holly Harper – Will be attending academics affairs meeting to discuss Capital Outlay. By the end of March, she will release the budget worksheets to departments in CowleyConnect.
- Dr. Rachel Bates – Academic Affairs was intense last week due to curriculum and course updates. Hopes to get to policy updates in the near future. Several faculty are participating in module two of the PD series.
- Debbie Phelps – The follow-up collection is complete. 19% of students are on the ever-growing list that could not be reached. Extended the deadline because other schools are as well. As employees are working on succession planning and their day to day job manuals, keep in mind there may be things that could be recorded as videos that can be added to the Tiger Training Academy.
- Stefani Jones – Working to get into the schools for spring visits. Visiting Winfield, Wellington and Ark City once a month. Reviewing promotional and marketing materials for accuracy. We'll have 140 freshman from Mulvane on campus April 15<sup>th</sup> and 24<sup>th</sup>. Worked with Devin and Shannon on graduation chords for HS students. They already had orange, black and white so these have been ordered. Working with Jamie Hibbs on training of educators for CE credit. Looking at the flat rate process to make it simpler.
- Kristi Shaw – Planning for summer projects. Safe spring break next week, then spring break the following week. Honors and Awards, Wednesday, April 10. Spoke with Dorm managers about changes they would like to see, exploring learning communities, etc.
- Janice Stover – Working through the approval tracks for course changes. Asked Devin to review the course catalog to ensure accuracy. Will be building the fall schedule. Fall opens April 1. Zero enrollment for 2<sup>nd</sup>-8-week classes for wind energy at this point. Janet is working with USD 259 to get their student in her online childcare and development classes.
- Paul Erdmann – During last down time, IT was able to get moved to our new storage system. Will be making the old system a 3<sup>rd</sup> redundant backup system. Working with Tandem to produce cyber security training that is Cowley specific. Art department is working on the mural down in the gaming lounge. Received specs for Brooke Ista's trap shoot simulator.
- Jeff Fluty – Two teams headed to nationals. 25 track and field athletes qualified for Gainesville. Seven Wrestlers will leave at 10:00 for Council Bluffs, IA. Basketball game at home against Cloud tomorrow, which is the last regular season home game and Sophomore night. Hosting a 4-game series against Indian hills for baseball. Two student athletes selected as KJCCC players of the week.

**ACADEMIC AFFAIRS MEETING MINUTES**  
**March 7, 2024 at 2:30 p.m.**  
**Student Life Conference Room**

**Attendance:** Scott Layton, Amy McWhirt, Shelby Huddleston, Krystle Nies, Devin Graves, Mark Flickinger, Janice Stover, Rachel Bates

**Zoom attendance:** Chris Cannon

**Guests:** President Schoon

**Milling Technician:**

Buddy worked with the advisory on creating an AAS degree and Certificate C for Milling Technician. Buddy needs to write the course for the AAS degree that will cover special topics so the students can choose from that class or take the internship option. The class would be for the majority of students already working in a mill and don't need that internship. Students are taking the courses to get this degree so they can move up in management at their current job. Request came from IAOM to create this degree and offer another class instead of internship if desired. David Hitzfelder will teach the MEC courses online. Students all around the world take our Milling certification classes. IAOM helps with getting the students to an internship wherever they are at.

Janice contacted Board of Regents and will need full application and CA1 paperwork to create this AAS degree.

Janice moves to accept the Certification C and conceptually approve the AAS degree pending new course procedure from Buddy to vote via email. Amy seconds the motion. Vote taken and motion passed.

**Cowley College  
Board of Trustees Official Minutes**

**March 11, 2024**

**I. Call to Order**

The regular meeting of the Board of Trustees of Cowley College was called to order on March 11, 2024 at 6:00pm in the President's Dining Room inside of the McAtee Dining Center, 206 S. 4<sup>th</sup> Street, Arkansas City, KS.

|                 |                |   |
|-----------------|----------------|---|
| <b>Trustees</b> | <b>Present</b> | <b>Brett Bazil, Chair<br/>Dr. Alan Marcotte, Trustee<br/>Bob McGregor, Vice Chair<br/>Jacinda Shaw-Kinzie, Trustee (Via Zoom)<br/>Joe Shriver, Trustee<br/>Phil White, Trustee<br/>Gary Wilson, Trustee</b>   |
| <b>Staff</b>    |                | <b>Dr. Michelle Schoon, President<br/>Tiffany Vollmer, Board Clerk<br/>David Andreas, Legal Counsel<br/>Dr. Rachel Bates, VP of Academic Affairs<br/>Debbie Phelps, Executive Director of Institutional Effectiveness<br/>Kristi Shaw, Executive Director of Student Services<br/>Rama Peroo, Director of Institutional Communications and Public Relations<br/>Dr. Scott Layton, Natural Science Department Chair, CEA President<br/>Janice Stover, AVP of Instruction and Secondary Partnerships<br/>Carissa Honkomp, Application Processor<br/>Shae Nichols, Systems Administrator</b> |
| <b>Guests</b>   |                | <b>John Sybrant, Citizen<br/>John Shelman, Cowley CourierTraveler</b>   |

The Invocation was presented by Joe Shriver and the College Mission Statement was read by Chair Bazil.

**II. Awards and Reports**

- A. Dr. Michelle Schoon provided a College update.**
  - **News**
    - **Awards and Recognition:**
      - **College Quiz Bowl placed 10 at Nationals, congrats to team and sponsors.**
      - **Congratulations to Jamie Hibbs, Education Faculty, who defended her dissertation and is now Dr. Hibbs**
      - **DECA had a successful state competition in Hillsboro and qualify all eight students for the national tournament in Austin, TX**
      - **Kudos to our Wellness Center Staff for the steady increase in usage.**
  - **Attended**
    - **TBC Luncheon**
    - **Feb. 21 transfer and job fair**

- National Wrestling in Council Bluffs, IA
- Meetings, meetings and meetings
- Enrollment Management Update
  - Enrollment for spring is up from last spring
  - March 1 started Summer enrollment.
  - March 18 starts 2<sup>nd</sup> 8 weeks of semester
  - April 1 is Fall enrollment start
  - Focus on dorm improvement and messaging
  - Student retention
  - Application process
  - Program specific marketing campaigns
- Events
  - March 2, Soccer clinic hosted by the college with 86 young players participating
  - March 28, Gaming Lounge grand opening
  - Wellington Community Challenge
- B. Jessica Lucas provided a Legislative update
- C. Administration provided department updates:
  1. Finance and Administration
  2. Academic Affairs
  3. Information Technology
  4. Institutional Effectiveness
  5. Enrollment Management
  6. Student Affairs
  7. Athletics
  8. Faculty Liaison
- D. Thank you to Cowley College from Arty Hicks, Ark City Chamber of Commerce

**III. Public Comment**

**IV. Standing Committee Reports**

**A. Trustee Academic Subcommittee –**

Dr. Alan Marcotte provided an overview of the March 5, 2024 meeting.

Brett Bazil introduced and moved the adoption of the following resolution:

**RESOLVED**, that the Board of Trustees approves the Construction Technology Certificate A, Certificate B, Certificate C, and Associate of Applied Science as presented.

The motion was seconded by Gary Wilson, and the following votes were cast:

|                     |     |             |     |
|---------------------|-----|-------------|-----|
| Brett Bazil         | Aye | Joe Shriver | Aye |
| Dr. Alan Marcotte   | Aye | Phil White  | Aye |
| Bob McGregor        | Aye | Gary Wilson | Aye |
| Jacinda Shaw-Kinzie | Aye |             |     |

Motion carried.

| List all courses in Current Program below.<br><i>Note the courses to be changed with an * before the course</i> |           | List all courses in the Revised Program below.<br><i>Note the NEW courses with ** before the course</i> |              |
|---|-----------|---|--------------|
| Current Program Title: <b>Carpentry/Construction Trades</b><br><b>AAS/CERT A/CERT B/CERT C</b>                  |           | Proposed Program Title: <b>Construction Technology</b><br><b>AAS/CERT A/CERT B/CERT C</b>               |              |
| Current Program Courses   | Credits   | Proposed Program Courses  | Credits      |
| INR3718 – OSHA 10   | 1         | INR3718 – OSHA 10   | 1            |
| *INR3725 - Introductory Craft Skills (NCCER CORE)   | 3         | **CST3261 Introductory Craft Skills   | 3            |
| *CST3241 – Basic Carpentry & Construction   | 4         | **CST3262 Construction Basics   | 3            |
| *CST3242 – Roofing & Framing  | 3         | **CST3265 Carpentry I   | 4            |
| *CST3243 – Floors, Walls & Ceiling Framing  | 4         | **CST3263 Concrete  | 5            |
| *CST3244 – Windows, Doors & Stairs  | 3         | <i>Cert A Completion (16 cr.)</i>   |              |
| <i>Cert A Completion (18 cr.)</i>   |           |   |              |
| *CST3235 – Introduction to Site Layout  | 3         | **CST3266 Carpentry II  | 6            |
| CST3245 – Principles of Plumbing & HVAC   | 3         | CST3245 Principles of Plumbing & HVAC   | 3            |
| CST3246 – Princ. of Electricity in Construction   | 3         | CST3246 Princ. of Electricity in Construction   | 3            |
| *CST3238 – Principles of Concrete   | 3         | **CST3249 Intro. to Construction Codes  | 3            |
| *AGR1285 – Agricultural Structures  | 3         | **CST3274 Workplace Skills  | 2            |
| *INR3251 – Career & Technical Internship I  | 1         | <i>Cert B Completion (33 cr.)</i>   |              |
| *INR3252 – Career & Technical Internship II   | 1         |   |              |
| *CST3247 Intro. to 3D Construction Tech. (Option)   | (5)       | **CST3267 Advanced Carpentry & Construct.   | 6            |
| <i>Cert B Completion (35 cr.)</i>   |           | CST3237 Fundamentals of Crew Leadership   | 2            |
| *CST3236 Introduction to Construction Equipment   | 1         | <i>Skills Applications or Internship Option</i><br><i>(6cr. from the following)</i>                     |              |
| CST3237 Fundamentals of Crew Leadership   | 2         | **CST3275Carpentry/Construct. Skills App I  | 3            |
| *CST3239 Concrete Finishing   | 3         | **CST3276Carpentry/Construct Skills App II  | 3            |
| *CST3240 Principles of Masonry  | 3         | **CST3281 Carpentry/Construct Internship I  | 3            |
| *AGR1214 Agriculture Construction & Welding   | 3         | **CST3282 Carpentry/Construct Internship II   | 3            |
| <i>Cert C Completion (47 cr.)</i>   |           | <i>Cert C Completion (47 cr.)</i>   |              |
| <i>AAS Gen Ed Requirements (18 cr.)</i>   |           | <i>AAS Gen Ed Requirements (16 - 18 cr.)</i>  |              |
| Communications Option (3 cr.)<br>ENG2211/COM2725/INR3735  | 3         | Communications Option (3 cr.)<br>ENG2211/COM2725 or BUS1640   | 3            |
| Math Option (3 cr.)<br>INR3716/AGR1213 or Higher level Math elective  | 3         | Economics/Math Option (3 cr.)<br>Applied Econ/Micro/Macro or Tech Math                                  | 3            |
| PHO6460 Ethics or Alternate Humanities elective   | 3         | PHO6460 Ethics or Alternate Humanities elect  | 3            |
| LED1448 Intro. to Leadership<br>or alternate Leadership elective  | 3         | Leadership/Business Option (3 cr.)<br>BUS133/BUS1420 or LED1448   | 3            |
| INR3713 Applied Economics<br>(or alternate ECO Elective ECO6113 or ECO6114)                                     | 3         | Social Science Option (3 cr.)<br>PSY6711/SOC6811 or ANT6911   | 3            |
| CAP1516 Intro to Computer Applications<br>(or alternate Computer literacy course)                               | 3         | Computer Applications Option (1 – 3 cr.)  | 1-3          |
| <b>Total Credits in Current Program</b>   | <b>65</b> | <b>Total Credits in Revised Program</b>   | <b>63-65</b> |

**CONSTRUCTION TECHNOLOGY**  
**Associate of Applied Science Degree**  
**with Technical Certifications A, B & C Embedded**

| COURSE NUMBER   | COURSE NAME  | SEMESTER     |           |           |           |
|---|--|--------------|-----------|-----------|-----------|
|   |  | 1            | 2         | 3         | 4         |
| <b>GENERAL EDUCATION REQUIREMENTS (16-18 hours)</b>                               |  |              |           |           |           |
| ENG2211 or<br>BUS1640 or<br>COM2725   | Composition I or<br>Business Communication or<br>Interpersonal Communications              | 3            |           |           |           |
| PHO6460   | Ethics (Humanities Elective)   |              | 3         |           |           |
| BUS1311 or<br>BUS1420 or<br>LED1448   | Introduction to Business OR<br>Introduction to Management OR<br>Introduction to Leadership |              |           | 3         |           |
| INR3713 or<br>INR3717   | Applied Economics (Economics Elective)<br>Technical Mathematics (Math Option)              |              |           |           | 3         |
| PSY6711 or<br>SOC6811 or<br>ANT6911   | Psychology OR<br>Sociology OR<br>Cultural Anthropology                                     |              |           |           | 3         |
| CAP1749   | Microsoft Excel (recommended) or (Computer Literacy)                                       | 1-3          |           |           |           |
| <b>GENERAL EDUCATION TOTAL 16-18 hours</b>  |  | <b>4- 63</b> | <b>3</b>  | <b>3</b>  | <b>6</b>  |
| <b>TECHNICAL REQUIREMENTS (47 hours)</b>  |  |              |           |           |           |
| INR3718   | OSHA 10 (May earn OSHA10 Certificate)  | 1            |           |           |           |
| CST3261   | Introductory Craft Skills  | 3            |           |           |           |
| CST3262   | Construction Basics (Pre-req Intro. to Craft Skills)                                       | 3            |           |           |           |
| <b>NOTE: Students may test for NCCER CORE Certification</b>                       |  |              |           |           |           |
| CST3265   | Carpentry I (Pre-req.: Construction Basics)  | 4            |           |           |           |
| CST3263   | Concrete   |              | 5         |           |           |
| <b>CERTIFICATE A COMPLETION (16 Credits)</b>                                      |  |              |           |           |           |
| CST3266   | Carpentry II   |              | 6         |           |           |
| CST3264   | Workplace Skills   |              | 2         |           |           |
| CST3245   | Principles of Plumbing & HVAC  |              |           | 3         |           |
| CST3246   | Principles of Electricity in Construction  |              |           | 3         |           |
| CST3249   | Introduction to Construction Codes   |              |           | 3         |           |
| <b>CERTIFICATE B COMPLETION (33 Credits)<br/>(includes all of Cert A)</b>         |  |              |           |           |           |
| <b>NOTE: Students can test for NCCER GENERAL CARPENTRY CERTIFICATION</b>          |  |              |           |           |           |
| <b>Complete a minimum of 6 credit hours of Skills Applications or Internships</b> |  |              |           |           |           |
| CST3275   | Carpentry/Construction Skills Applications I (3)   |              |           |           |           |
| CST3276   | Carpentry/Construction Skills Applications II (3)  |              |           |           |           |
| CST3281   | Carpentry/Construction Internship I (3)  |              |           | 3         |           |
| CST3282   | Carpentry/Construction Internship II (3)   |              |           |           | 3         |
| CST3267   | Advanced Carpentry and Construction  |              |           |           | 6         |
| CST3237   | Fundamentals of Crew Leadership  |              |           |           | 2         |
| <b>CERTIFICATE C COMPLETION (47 Credits)<br/>(includes all of Cert A &amp; B)</b> |  |              |           |           |           |
| <b>NOTE: Students can test for NCCER Advanced Carpentry Certification</b>         |  |              |           |           |           |
| <b>TECHNICAL HOURS (47)</b>   |  | <b>11</b>    | <b>13</b> | <b>12</b> | <b>11</b> |
| <b>TOTAL HOURS (63-65)</b>  |  | <b>15-17</b> | <b>16</b> | <b>15</b> | <b>17</b> |
| <i>Optional Extra Course(s)</i>   |  |              |           |           |           |
| CST3247   | Introduction to 3D Construction Principles   |              |           |           | 5         |
| PSY6720   | First Year Experience (FYE)  | 1            |           |           |           |

Joe Shriver introduced and moved the adoption of the following resolution:

**RESOLVED**, that the Board of Trustees approves the Milling Technician Certificate C and Associate of Applied Science as presented.

The motion was seconded by Bob McGregor and the following votes were cast:

|                     |     |             |     |
|---------------------|-----|-------------|-----|
| Brett Bazil         | Aye | Joe Shriver | Aye |
| Dr. Alan Marcotte   | Aye | Phil White  | Aye |
| Bob McGregor        | Aye | Gary Wilson | Aye |
| Jacinda Shaw-Kinzie | Aye |             |     |

Motion carried.

| <b>Milling Technician<br/>(Vocational Certificate C)</b> |   |           |           |           |   |
|--|---|-----------|-----------|-----------|---|
| COURSE NUMBER  | COURSE NAME   | SEMESTER  |           |           |   |
|  |   | 1         | 2         | 3         | 4 |
| <b>TECHNICAL REQUIREMENTS</b>                            |   |           |           |           |   |
| MLL3600  | Mechatronic Systems                                   | 3         |           |           |   |
| INR3716  | Technical Mathematics (or higher)                     | 3         |           |           |   |
| MLL3590  | Introduction to Milling and Wheat                     | 2         |           |           |   |
| MLL3591  | Introduction to Wheat Cleaning and Tempering          | 2         |           |           |   |
| MLL3602  | Industrial Electric Power                             | 3         |           |           |   |
| MLL3592  | Wheat Flour Milling I                                 |           | 3         |           |   |
| MLL3601  | Electromechanical Technology                          |           | 3         |           |   |
| MLL3593  | Wheat Flour Milling II                                |           | 3         |           |   |
| MLL3603  | Hydraulic & Pneumatic Power                           |           | 3         |           |   |
| MLL3594  | Sanitation and Mill Process Control                   |           | 2         |           |   |
| MLL3595  | Quality Assessment and Flour Additives                |           | 2         |           |   |
| MLL3596  | Flour Milling Internship or Special Topics in Milling |           |           | 3         |   |
| <b>CERT B COMPLETION (32 hours)</b>                      |   |           |           |           |   |
| AGR1255  | Fundamentals of Food Science                          |           |           | 3         |   |
| AGR1260  | Applied Entomology & Pest Management                  |           |           | 3         |   |
| MEC3487  | Instrumentation and Control                           |           |           | 3         |   |
| AGR1257  | Ag Business Management                                |           |           | 3         |   |
| MEC3480  | Automation and Controls                               |           |           | 3         |   |
| <b>TOTAL TECHNICAL HOURS 47</b>                          |   | <b>13</b> | <b>16</b> | <b>18</b> |   |

| <b>MILLING TECHNICIAN<br/>(Associate of Applied Science Degree)</b> |   |                 |           |           |           |
|---|---|-----------------|-----------|-----------|-----------|
| <b>COURSE<br/>NUMBER</b>  | <b>COURSE NAME</b>                                    | <b>SEMESTER</b> |           |           |           |
|   |   | <b>1</b>        | <b>2</b>  | <b>3</b>  | <b>4</b>  |
| <b>GENERAL EDUCATION REQUIREMENTS</b>                               |   |                 |           |           |           |
| <b>Basic Skills (3 hours) Choose one from the list below</b>        |   |                 |           |           |           |
| LED1448   | Introduction to Leadership                            |                 |           |           | 3         |
| Communications  | Communication Elective                                |                 |           |           | 3         |
| AGR1213   | AG Computation  |                 |           |           | 3         |
| Economics   | Agriculture Economics or Economics Elective           |                 |           |           | 3         |
| Computer Literacy   | Computer Applications, MS Word, or MS Excel           |                 |           |           | 3         |
| <b>GENERAL EDUCATION HOURS</b>                                      |   |                 |           |           | <b>15</b> |
| <b>TECHNICAL REQUIREMENTS 41 HOURS</b>                              |   |                 |           |           |           |
| MLL3600   | Mechatronic Systems                                   | 3               |           |           |           |
| INR3716   | Technical Mathematics (or higher)                     | 3               |           |           |           |
| MLL3590   | Introduction to Milling and Wheat                     | 2               |           |           |           |
| MLL3591   | Introduction to Wheat Cleaning and Tempering          | 2               |           |           |           |
| MLL3602   | Industrial Electric Power                             | 3               |           |           |           |
| MLL3592   | Wheat Flour Milling I                                 |                 | 3         |           |           |
| MLL3601   | Electromechanical Technology                          |                 | 3         |           |           |
| MLL3593   | Wheat Flour Milling II                                |                 | 3         |           |           |
| MLL3603   | Hydraulic & Pneumatic Power                           |                 | 3         |           |           |
| MLL3594   | Sanitation and Mill Process Control                   |                 | 2         |           |           |
| MLL3595   | Quality Assessment and Flour Additives                |                 | 2         |           |           |
| AGR1255   | Fundamentals of Food Science                          |                 |           | 3         |           |
| AGR1260   | Applied Entomology & Pest Management                  |                 |           | 3         |           |
| MEC3487   | Instrumentation and Control                           |                 |           | 3         |           |
| AGR1257   | Ag Business Management                                |                 |           | 3         |           |
| MEC3480   | Automation and Controls                               |                 |           | 3         |           |
| <b>INTERNSHIP/SPECIAL TOPICS 3 HOURS</b>                            |   |                 |           |           |           |
| MLL3596   | Flour Milling Internship OR Special Topics in Milling |                 |           | 3         |           |
| <b>TECHNICAL HOURS</b>  |   | <b>13</b>       | <b>16</b> | <b>18</b> | <b>0</b>  |
| <b>TOTAL HOURS 62</b>   |   | <b>13</b>       | <b>16</b> | <b>18</b> | <b>15</b> |

**B. Trustee Finance Subcommittee –  
Bob McGregor provided and overview of the March 4, 2024 meeting.**

**C. Trustee Policy Subcommittee –  
Brett Bazil provided an overview of the March 5, 2024 meeting and first review of the following policies.**

- 111.00 – Employee Code of Conduct (Revision)
- 155.00 – Keys to College Facilities and Equipment (Revision)

**V. Consent Agenda**

- A. Board Minutes -**
- February 19, 2024 regular Minutes

**B. Financial Reports –**

Copies of the Financial Reports for the month ending February 29, 2024 were provided for Board review. The reports have been reconciled by the Treasurer of the Board of Trustees and reflect an accurate accounting of the revenues and expenditures for the month.

**C. Bills and Claims -**

A list of the Bills and Claims for the month ending, February 29 2024 was provided for Board review. Specific information concerning the vendor, purchase order, and cost was provided. The actual purchase orders with all supporting documents are available for inspection prior to the Board meeting in the Business Office.

| <b>Cowley County Community College</b> |   |                                 |                                |                                   |
|--|---|---------------------------------|--------------------------------|-----------------------------------|
| <b>Accounts Payable Check Summary</b>  |   |                                 |                                |                                   |
| <b>February 29, 2024</b>               |   |                                 |                                |                                   |
| <b>Bank</b>                            | <b>Entity</b>                             | <b>Total</b>                    | <b>Total</b>                   | <b>Net</b>                        |
|  |   | <b>Check Amount<br/>Written</b> | <b>Check Amount<br/>Voided</b> | <b>Check Amount<br/>Disbursed</b> |
| USB                                    | Student Refund Checks                     | \$ 1,229,097.80                 | \$ 9,821.68                    | \$ 1,219,276.12                   |
| RCB                                    | Student Refund Checks                     | \$ -                            | \$ -                           | \$ -                              |
|  |   | <u>\$ 1,229,097.80</u>          | <u>\$ 9,821.68</u>             | <u>\$ 1,219,276.12</u>            |
| <b>General Operating Activities</b>    |   |                                 |                                |                                   |
| USB                                    | Operating Fund                            | 1,432,674.59                    | 960.84                         | 1,431,713.75                      |
| USB                                    | Federal Grants Fund                       | 12,776.69                       | 3,210.69                       | 9,566.00                          |
|  | <b>Total General Operating Activities</b> | <u>\$ 1,445,451.28</u>          | <u>\$ 4,171.53</u>             | <u>\$ 1,441,279.75</u>            |

Financial Aid Funds/Student Refund Check \$1,229,097.80 (net \$1,219,276.12).

General Operating Activities disbursements \$1,432,674.59 (net \$1,431,713.75).

Federal Funds \$12,776.69 (net \$9,566.00) for a total written of \$1,445,451.28 (net \$1,441,279.75).

Additionally, the Vice President of Finance and Administration has provided a reconciliation of the summary written checks of bills and claims to the detailed written checks of bills and claims report for the month ending February 29, 2024. The Vice President of Finance and Administration is hereby directed to file the purchase requisitions, purchase orders, and all supporting documents for audit according to the policies of the Board of Trustees and the Statutes of the State of Kansas.

**D. Board Policy Approvals –**

- 255.00 – Withdrawal from Classes (Revision)
- 257.00 – Attendance and Coursework (Revision)
- 258.00 – Class Rosters (Revision)

**E. Personnel Transactions -**

Dr. Schoon has authorized the following personnel items for Board review:

**Staff:**

- Dae'Trell Gordon, Dorm Manager/Assistant to Student Services, at an annual salary of \$28,752, plus staff fringe benefits, effective February 23, 2024
- Zakary Pegorsch, Groundskeeper, at an hourly rate of \$15.00, plus staff fringe benefits, effective March 4, 2024.

**Instructional Staff:**

- Daryl Rhodes, Welding Instructor, at an annual salary of \$48,000, plus staff fringe benefits, effective February 1, 2024 (*\*\*This is a change in status from contract based to full-time employment.*)

Gary Wilson introduced and moved the adoption of the following resolution:

**RESOLVED**, that the Board of Trustees approves the consent agenda as presented.

The motion was seconded by Dr. Alan Marcotte and the following votes were cast:

|                     |     |             |     |
|---------------------|-----|-------------|-----|
| Brett Bazil         | Aye | Joe Shriver | Aye |
| Dr. Alan Marcotte   | Aye | Phil White  | Aye |
| Bob McGregor        | Aye | Gary Wilson | Aye |
| Jacinda Shaw-Kinzie | Aye |             |     |

Motion carried.

**VI. Procurement**

**A. Track Resurfacing and Javelin Runway – Funded through 24-25 Capital Outlay Mill**

It is time to resurface the track at the Hafner complex south of town. It has been eight years since this was completed. The resurfacing process should allow us another 8-10 years of usage before the entire track will need to be replaced. We've included work to complete the javelin runway so that Cowley can host meets at this site, including the Regional Championships next Spring. We are asking for approval for this project to begin in July of 2024.

| Vendor                    | Location | Track Resurface | Javelin Runway | Concrete     | Total        |
|---------------------------|----------|-----------------|----------------|--------------|--------------|
| McConnell & Associates    | MO       | \$157,754.00    | \$20,917.00    | \$38,816.00  | \$217,487.00 |
| Pro Track and Tennis, Inc | NE       | \$145,000.00    | \$18,600.00    | \$17,000.00  | \$180,600.00 |
| United Turf and Track     | OK       | \$247,000.00    | Included       | \$105,995.00 | \$352,995.00 |

Bob McGregor introduced and moved the adoption of the following resolution:

**RESOLVED**, that the Board of Trustees authorizes the College to contract with McConnell and Associates for the track resurface and javelin runway project at a cost of \$217,487.00, funded through the 2024-2025 Capital Outlay Mill.

The motion was seconded by Phil White and the following votes were cast:

|                     |     |             |     |
|---------------------|-----|-------------|-----|
| Brett Bazil         | Aye | Joe Shriver | Aye |
| Dr. Alan Marcotte   | Aye | Phil White  | Aye |
| Bob McGregor        | Aye | Gary Wilson | Aye |
| Jacinda Shaw-Kinzie | Aye |             |     |

Motion carried.

**VII. Discussion Agenda**

**A. Faculty Professional Leave (Sabbatical) Request**

Chair Bazil requested the Board review and discuss the Faculty Professional Leave (Sabbatical) request for Deborah Layton.

Gary Wilson introduced and moved the adoption of the following resolution:

**RESOLVED**, that the Board of Trustees approves the Professional Leave (Sabbatical) request for Deborah Layton effective for the fall semester of 2024.

The motion was seconded by Dr. Alan Marcotte and the following votes were cast:

|                     |     |             |     |
|---------------------|-----|-------------|-----|
| Brett Bazil         | Aye | Joe Shriver | Aye |
| Dr. Alan Marcotte   | Aye | Phil White  | Aye |
| Bob McGregor        | Aye | Gary Wilson | Aye |
| Jacinda Shaw-Kinzie | Aye |             |     |

Motion carried.

**B. Trustee Vacancy**

Chair Bazil requested the Board continue the previously tabled discussion on the vacant seat of Marla Sexson.

Joe Shriver introduced and moved the adoption of the following resolution:

**RESOLVED**, that the Board of Trustees take up the previously tabled discussion on the vacant seat of Marla Sexson.

The motion was seconded by Phil White and the following votes were cast:

|                     |     |             |     |
|---------------------|-----|-------------|-----|
| Brett Bazil         | Aye | Joe Shriver | Aye |
| Dr. Alan Marcotte   | Aye | Phil White  | Aye |
| Bob McGregor        | Aye | Gary Wilson | Aye |
| Jacinda Shaw-Kinzie | Aye |             |     |

Motion carried.

Gary Wilson introduced and moved the adoption of the following resolution:

**RESOLVED**, that the Board of Trustees authorizes the Board Clerk to post the trustee vacancy notice pursuant to K.S.A. 71-201(15), as presented.

The motion was seconded by Bob McGregor and the following votes were cast:

|                     |     |             |     |
|---------------------|-----|-------------|-----|
| Brett Bazil         | Aye | Joe Shriver | Aye |
| Dr. Alan Marcotte   | Aye | Phil White  | Aye |
| Bob McGregor        | Aye | Gary Wilson | Aye |
| Jacinda Shaw-Kinzie | Aye |             |     |

Motion carried.

**VIII. Executive Session**

Brett Bazil introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees recess into executive session for discussion related to non-elected personnel, regarding the President's employment contract, pursuant to the exception related to non-elected personnel for 30 minutes, beginning at 6:33p.m. and reconvening in open session at 7:03p.m. in the same room. Action may follow. The Board requested David Andreas and Dr. Michelle Schoon be present in the executive session.

The motion was seconded by Gary Wilson and the following votes were cast:

|                     |     |             |     |
|---------------------|-----|-------------|-----|
| Brett Bazil         | Aye | Joe Shriver | Aye |
| Dr. Alan Marcotte   | Aye | Phil White  | Aye |
| Bob McGregor        | Aye | Gary Wilson | Aye |
| Jacinda Shaw-Kinzie | Aye |             |     |

Motion carried.

The meeting then resumed in open session at 7:03p.m. in the same room. No action was taken.

**X. Other Business**

**XI. Adjournment**

With no other business to be considered, Chair Bazil declared the meeting adjourned at 7:03p.m.



Tiffany Vollmer  
Board Clerk

## **Appendix H**

**HLC (Higher Learning Commission) and KBOR approval letters for currently existing  
Cert A and Cert B in Milling Programs**

## Dr. Tasha Taylor

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**From:** Higher Learning Commission <changerequest@hlcommission.org>  
**Sent:** Monday, March 2, 2026 11:03 AM  
**To:** Dr. Tasha Taylor  
**Subject:** Certificate Program Screening Form Submitted

Tasha Taylor,

Thank you for completing HLC's Certificate Program Screening Form. Based on the information you provided, the requested certificate program listed below does not require individual approval from HLC because at least 50% of the program is made up of existing courses or the program is a subset of an existing degree program. HLC accepts this certificate as one of your institution's educational programs. The program will be added to HLC's records of the educational programs considered as part of your institution's accreditation.

Milling Technician Cert C  
01.1002 - Food Technology and Processing.  
Credential level: Pre-Associate's Certificate  
Total credit hours: 47

**Note:** If the institution is outsourcing a portion of this program to an external entity, it may need to apply for prior HLC approval of that third-party arrangement. If the institution is partnering with an entity that is not accredited by an agency recognized by the U.S. Department of Education as an institutional accreditor, please complete the [Contractual Arrangements Screening Form](#) to determine if HLC approval is required.

Please keep this communication for your records. If you have any questions or concerns, please contact [changerequest@hlcommission.org](mailto:changerequest@hlcommission.org).

Thank you,  
Higher Learning Commission

## Dr. Tasha Taylor

---

**From:** Higher Learning Commission <changerequest@hlcommission.org>  
**Sent:** Monday, March 2, 2026 11:23 AM  
**To:** Dr. Tasha Taylor  
**Subject:** New Degree Program Screening Form Submitted

Tasha Taylor,

Thank you for your submission. The information you provided is copied below for your reference. HLC staff will review the information provided and respond within two business weeks as to whether prior HLC approval of the proposed program is required.

A copy of your submission is provided below. If you have any questions, please contact [changerequest@hlcommission.org](mailto:changerequest@hlcommission.org).

Thank you,  
Higher Learning Commission

**Institution name:**

Cowley College - KS - 1275

**Is the new program being started, in whole or in part, by acquiring an educational program from another institution?**

No

**Is the new program being started in order to assist with the teach-out of students from another institution that is ceasing operations, closing a location or ending an educational program?**

No

**Name:**

Tasha Taylor

**Title:**

AVP of Academic Affairs

**Email:**

[tasha.taylor@cowley.edu](mailto:tasha.taylor@cowley.edu)

**Full program name:**

Milling Technician

**2020 CIP code and program name:**

01.1002 - Food Technology and Processing.

**Credential level:**

Associate

**Credential awarded:**

A.A.S

**Major:**

Milling

**Does the number of credit hours required to complete the proposed program conform to the following minimum program lengths specified in HLC's Assumed Practices?**

Yes

**Total number of credit hours required to complete the program:**

62

**Number of credit hours of existing or repackaged curricula:**

62

**Percent of total credit hours**

100

**Number of credit hours of revised or redesigned curricula:**

0

**Percent of total credit hours**

0

**Number of credit hours of new curricula:**

0

**Percent of total credit hours**

0

**Total credit hours**

62

**Total percentage**

100

**Is the proposed program a competency-based education (CBE) program?**

No

**Modality(ies) in which the program will be offered (select all that apply):**

- Distance education
- In-person instruction

**Does the institution intend to offer the program through a contractual arrangement?**

No

**Does the institution intend to offer the program through a consortial arrangement?**

No

**Is this the first degree program at a new credential level?**

No

**Is this the first non-Ph.D. doctoral level program at the institution?**

No

**Is this the first Ph.D. program at the institution?**

No

**Is this the first nursing program at the institution?**

No

**Will the proposed program replace a degree program currently offered with the same CIP code?**

No

**Does the general stipulation on your institution's ISR Report have any program limitations at the same credential level as the proposed new program?**

No

**Do any of these degree programs have the same four-digit CIP code (XX.XX) as the proposed program?**

No

**Do two or more of these degree programs have the same two-digit CIP code (XX.) as the proposed program?**

No

**Will new faculty expertise or new faculty members be needed to launch this program?**

No

**Please explain existing coverage:**

Currently 5 faculty members are employed by the college who are teaching various milling and ag-related courses., currently already offering Cert A and Cert B in Milling.

**Will the proposed program require a large outlay of additional funds by the institution?**

No

**Dr. Tasha Taylor**

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**From:** Change Request <changerequest@hlcommission.org>  
**Sent:** Friday, March 6, 2026 3:56 PM  
**To:** Dr. Tasha Taylor  
**Subject:** Re: New Degree Program Screening Form Submitted

Dear Tasha,

Based on the information below that your institution submitted in the New Degree Program Screening Form, the Higher Learning Commission (HLC) has determined that no individual approval is needed for the AAS - Milling Technician program. The submitted form will serve as notification of the new program to HLC. Your institution's program count will increase by 1. Please save this communication for your records.

Sincerely,

Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1413

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**From:** Tasha Taylor <hlc@hlcommission.org>  
**Date:** Monday, March 2, 2026 at 11:22 AM  
**To:** Change Request <changerequest@hlcommission.org>  
**Subject:** New Degree Program Screening Form Submitted

CAUTION: This email originated from outside of the organization.

The information below has been submitted. Further staff review is required.

**Institution name:**

Cowley College - KS - 1275

**Is the new program being started, in whole or in part, by acquiring an educational program from another institution?**

No

**Is the new program being started in order to assist with the teach-out of students from another institution that is ceasing operations, closing a location or ending an educational program?**

No

**Name:**

Tasha Taylor

**Title:**

AVP of Academic Affairs

**Email:**

tasha.taylor@cowley.edu

**Full program name:**

Milling Technician

**2020 CIP code and program name:**

01.1002 - Food Technology and Processing.

**Credential level:**

Associate

**Credential awarded:**

A.A.S

**Major:**

Milling

**Does the number of credit hours required to complete the proposed program conform to the following minimum program lengths specified in HLC's Assumed Practices?**

Yes

**Total number of credit hours required to complete the program:**

62

**Number of credit hours of existing or repackaged curricula:**

62

**Percent of total credit hours**

100

**Number of credit hours of revised or redesigned curricula:**

0

**Percent of total credit hours**

0

**Number of credit hours of new curricula:**

0

**Percent of total credit hours**

0

**Total credit hours**

62

**Total percentage**

100

**Is the proposed program a competency-based education (CBE) program?**

No

**Modality(ies) in which the program will be offered (select all that apply):**

- Distance education
- In-person instruction

**Does the institution intend to offer the program through a contractual arrangement?**

No

**Does the institution intend to offer the program through a consortial arrangement?**

No

**Is this the first degree program at a new credential level?**

No

**Is this the first non-Ph.D. doctoral level program at the institution?**

No

**Is this the first Ph.D. program at the institution?**

No

**Is this the first nursing program at the institution?**

No

**Will the proposed program replace a degree program currently offered with the same CIP code?**

No

**Does the general stipulation on your institution's ISR Report have any program limitations at the same credential level as the proposed new program?**

No

**Do any of these degree programs have the same four-digit CIP code (XX.XX) as the proposed program?**

No

**Do two or more of these degree programs have the same two-digit CIP code (XX.) as the proposed program?**

No

**Will new faculty expertise or new faculty members be needed to launch this program?**

No

**Please explain existing coverage:**

Currently 5 faculty members are employed by the college who are teaching various milling and ag-related courses., currently already offering Cert A and Cert B in Milling.

**Will the proposed program require a large outlay of additional funds by the institution?**

No



# HIGHER LEARNING COMMISSION

2016-2017 Institutional Status Report  
Higher Learning Commission  
1200 North Dearborn Street  
Chicago, Illinois 60610  
Phone: 312.464.2300 Fax: 312.464.2301

July 1, 2016

Dr. Dennis Rittle  
President  
Cowley County Community College and Area Vocational-Technical School  
125 South 2nd Street  
P.O. Box 1147  
Arkansas City, AR 67005

Dear President Rittle:

This letter serves as formal notification and official record of action taken concerning Cowley County Community College and Area Vocational-Technical School by the Institutional Actions Council of the Higher Learning Commission at its meeting on June 28, 2016. The date of this action constitutes the effective date of the institution's new status with HLC.

**Action.** IAC approved Cowley County Community College and Area Vocational-Technical School's request for two certificates: (1) Certificate B Milling Technician and (2) Fire Science/Fire-fighting.

In two weeks, this action will be added to the *Institutional Status and Requirements (ISR) Report*, a resource for Accreditation Liaison Officers to review and manage information regarding the institution's accreditation relationship. Accreditation Liaison Officers may request the ISR Report on HLC's website at <http://www.hlcommission.org/isr-request>.

Information on notifying the public of this action is available at <http://www.hlcommission.org/HLC-Institutions/institutional-reporting-of-actions.html>.

If you have any questions about these documents after viewing them, please contact the institution's staff liaison Mary Vanis. Your cooperation in this matter is appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Gellman-Danley".

Barbara Gellman-Danley  
President

CC: ALO



KANSAS BOARD OF REGENTS

July 26, 2016

Dr. Dennis Rittle  
Cowley Community College  
125 S. 2<sup>nd</sup> Street  
Arkansas City, KS 67005

Dear Dr. Rittle:

This letter is to confirm that the Milling program is approved for Cowley Community College by the Kansas Board of Regents.

By law, Cowley Community College is governed by its own local board, but it is also subject to supervision and coordination by the Kansas Board of Regents (KBOR).<sup>1</sup> Additionally, KBOR, through the Postsecondary Technical Education Authority (TEA), created by K.S.A. 72-4481, has authority to approve or disapprove technical education programs and program locations for state funding purposes.<sup>2</sup> Thus, for purposes of receiving state funds, courses within the college's approved Milling program are approved to be delivered according to KBOR policy regarding delivery of courses outside an institution's designated service area.

The link to the full policy manual is:

[http://www.kansasregents.org/about/policies\\_by\\_laws\\_missions/board\\_policy\\_manual\\_2](http://www.kansasregents.org/about/policies_by_laws_missions/board_policy_manual_2)

Sincerely,

Rita A. Johnson  
Vice President for Workforce Development

<sup>1</sup> See K.S.A. 74-32,141(a); 74-3202c(b)(5); 72-4470a(b)(1).

<sup>2</sup> K.S.A. 72-4482(a)(3), K.S.A. 71-620(a), K.S.A. 76-601(d), K.S.A. 76-609(a), and K.S.A. 71-802.

\* LEADING HIGHER EDUCATION \*