COUNCIL OF CHIEF ACADEMIC OFFICERS
AGENDA

November 7, 2018
9:30 am – 10:00 am
or upon adjournment of SCOCAO
reconvene at noon

The Council of Chief Academic Officers will meet in the KSN/ Black & Gold (Room 250A) located in Memorial Union, 1 Kellogg Circle, Emporia, KS 66801.

I. Call To Order

A. Approve meeting minutes	Lynette Olson, Chair	
• *September 19, 2018*		*p. 2*
• *October 17, 2018*		*p. 4*

II. Program Requests

A. Act on Master of Human Resource Management (Second Reading)	WSU	*p. 5*
B. Master of Science in Nursing (First Reading)	ESU	*p. 10*

III. Council of Faculty Senate Presidents Update — Clifford Morris, PSU

IV. Other Matters

A. Informational Items	COCAO Members	
B. Proposed Amendments to the Policy on Naming of Academic Unit	Jean	*p. 19*
C. Program Review Report	Max	
• *Due Date to Max: February 19, 2019*		
D. Tilford Conference	COCAO Members	
• *Funding*		*p. 21*
• *Role of Council of Chief Diversity Officers*		*p. 25*

E. Breakfast with the Regents scheduled for February 21, 2019

V. Adjournment

COCAO Academic Year 2019 Meeting Dates				
Meeting Dates	*Location*	*Lunch Rotation*	*Agenda Materials Due*	*New Program/Degree Requests due*
December 12, 2018	Topeka	FHSU	November 20, 2018	October 31, 2018
January 16, 2019	Topeka	KSU	December 28, 2018	December 5, 2018
February 20, 2019	Topeka	KUMC	February 1, 2019	January 9, 2019
March 20, 2019	Topeka	PSU	March 1, 2019	February 6, 2019
April 17, 2019	Lawrence	KU	March 29, 2019	March 6, 2019
May 15, 2019	Topeka	Washburn	April 26, 2019	April 3, 2019
June 19, 2019	Topeka	KSU	May 31, 2019	May 8, 2019

Council of Chief Academic Officers

MINUTES
Wednesday September 19, 2018

The September 19, 2018, meeting of the Council of Chief Academic Officers was called to order by Chair Lynette Olson at 9:30 a.m. The meeting was held in Suite 530 located in the Curtis State Office Building, 1000 S.W. Jackson, Topeka, KS.

In Attendance:

Members:	Lynette Olson, PSU	David Cordle, ESU	Jeff Briggs, FHSU
	Charles Taber, KSU	Carl Lejuez, KU	Mike Werle, KUMC
	Rick Muma, WSU	JuliAnn Mazachek, Washburn	
Staff:	Jean Redeker	Karla Wiscombe	Max Fridell
	Sam Christy-Dangermond		
Others:	Jon Marshall, Allen CC	Elaine Simmons, Barton CC	Lori Winningham, Butler CC
	Kim Krull, Butler CC	Aron Potter, Coffeyville CC	Brad Bennett, Colby CC
	Adam Borth, Fort Scott CC	Michelle Schoon, Cowley CC	Nancy Zenger-Beneda Cloud County CC
	Erin Shaw, Highland CC	Ryan Ruda, Garden City CC	Cindy Hoss, Hutchinson CC
	Michael McCloud, JCCC	Rick Moehring, JCCC	Ed Kremer, KCKC
	David Cook, KU	Brian Niehoff, KSU	Debra Sullivan, KSU
	Spencer Wood, KSU	Matt Pounds, NWKTC	Todd Carter, Seward County CC
	Mike Calvert, Pratt CC	Michal Fitzpatrick, Pratt CC	Betty Smith Campbell, WSU
	Cliff Morris, PSU		

Chair Lynette Olson welcomed everyone and started the introductions around the room.

Approval of Minutes
The minutes of the June 20, 2018, meeting was unanimously approved.

Program Requests
- PSU - Master of Science in Materials Science (second reading)

The Council unanimously approved this degree request, and it will be presented to Council of Presidents (COPs) today for approval.

- KSU – Bachelor of Science in Educational Studies (second reading)

The Council unanimously approved this degree request, and it will be presented to COPs today for approval.

Other Requests
Mike Werle, KUMC requested COCAO approve to change the name of the Department of Family Medicine to the Department of Family Medicine and Community Health. The Council unanimously approved the department name change.

Council of Faculty Senate Presidents (COFSP) Update
Clifford Morris, PSU, stated COFSP discussed the proposed changes to the Expeditated Program Approval Policy. The council had no concerns with the procedure language; however, COFSP requested clarification for campus expedition be provided. Discussion was held, and COCAO requested that COFSP work on the on-campus expedition process.

Rick Muma moved to approve the amendments to the Expedited Program Approval Policy. Following the second of Carl Lejuez, the motion carried.

COFSP requested lunch be provided on Board day as the COFSP meeting is scheduled during the lunch hour. The

consensus of COCAO is to provide lunch to COFSP.

The Chair recessed the meeting at 9:50 am.

COCAO reconvened at 12:02 pm.

OTHER MATTERS

- The degree programs presented at COPs today were unanimously approved.

- COCAO discussed the October 17th conference call, and the call will begin at 9:00 am.

- KBOR website updates were presented by Max Fridell and Samantha Christy-Dangermond.
  - Max Fridell informed COCAO of the New Program Proposal Form location: https://www.kansasregents.org/academic_affairs/new_program_approval. After discussion, COCAO requested minor modifications to the form. COCAO appreciates the time and effort that was put into this project.

  - Samantha Christy-Dangermond talked about the KBOR Credit for Prior Learning website, as well as the CLEP and AP information posted on the institutions' CPL website. College Board completed a second review of the universities' websites and will provide a consultant who can offer insight to align the institutions' websites with policy. Sam will contact each university for the appropriate individual to work with the College Board consultant.

- COCAO discussed the Tilford conference. Jeff Briggs, FHSU, distributed handouts. Discussion was held, and COCAO requested the Council of Chief Diversity Officers provide an update on how to include COCAO in the Tilford conference planning. Consensus is to continue discussion at the November COCAO meeting.

The Chair recessed the meeting at 12:50 pm.

COCAO reconvened at 1:00 pm.

- COCAO discussed AY2018 Board Theme: Faculty Reward Structures. Reports are scheduled to be presented to the Board in November or December.

ADJOURNMENT

The Chair adjourned the meeting at 1:15 pm.

Council of Chief Academic Officers

MINUTES
Wednesday October 17, 2018

The Council of Chief Academic Officers met by conference call at 9:02 a.m. on Wednesday October 17, 2018.

In Attendance:

Members:	Lynette Olson, PSU	David Cordle, ESU	Tim Crowley, FHSU
	Brian Niehoff, KSU	Carl Lejuez, KU	Robert Klein, KUMC
	Linnea GlenMaye, WSU	Aileen Ball, Washburn	
Staff:	Jean Redeker	Karla Wiscombe	Sam Christy-Dangermond
Others:	Michael McCloud, JCCC	Michelle Schoon, Cowley CC	Lori Winningham, Butler CC

Chair Lynette Olson welcomed everyone and conducted roll call.

Program Requests

- Linnea GlenMaye, WSU, presented the Master of Human Resource Management degree program for a first reading. If there are further comments or questions, please contact Rick Muma prior to the November 7, 2018, meeting. This is a first reading and no action is required.

Department Name Change

- Carl Lejuez, KU, presented the request for approval to change the department name from Department of Germanic Languages and Literatures to Department of German Studies.

Discussion was held for the above listed department name change at KU. David Cordle moved, with the second of Brian Niehoff, that the department name change be approved for KU. The motion carried.

ADJOURNMENT

David Cordle moved, with the second of Tim Crowley, to adjourn the COCAO meeting and move to Executive Session for the University Press of Kansas Board Trustees, to discuss matters of non-elected personnel. The motion carried. Meeting adjourned at 9:12 am.

New Program Proposal: Program Summary
Wichita State University
Master of Human Resource Management (HRM)

Criteria	Program Summary
1. Program Identification	Title of proposed program: Human Resource Management Degree to be offered: Masters HRM Anticipated date of implementation: Spring 2019 Responsible department(s) or unit(s): Barton School of Business Total Semester Credit Hours: 30 CIP Code: 52.1001 Delivery: Online
2. Program Description	The Barton School of Business at Wichita State University is proposing a new, fully online Master of Human Resource Management (HRM) degree. This new HRM program will produce human resource specialists for the State of Kansas. Human Resource (HR) professionals are responsible for the design and implementation of practices and policies relevant to employees. "Human resources managers plan, direct, and coordinate the administrative functions of an organization. They oversee the recruiting, interviewing, and hiring of new staff; consult with top executives on strategic planning; and serve as a link between an organization's management and its employees" (¶1).[1] Because the workplace demands are fast changing, so are the needs for new, effective HR practices to address the needs of the new workforce. In the program, students will take a series of classes focusing on key HRM areas, including employee relations, staffing, training, legal environment, workplace policies, and rewards. The program is designed for practicing HR professionals who wish to advance in the profession as well as for managers with HR responsibilities.
3. Demand/Need for the Program	The Bureau of Labor Statistics' Occupational Outlook Handbook[2] predicts that the number of jobs for HR Managers is expected to grow by 9% (faster than average) between 2014 and 2024. Consistent with this growth, an Education Advisory Board report[3] recently found that there is an increasing nationwide demand for master's degree programs in Human Resource Management, particularly online programs. Based on this information, the WSU Management Department surveyed the Kansas chapters of the Society for Human Resource Management. Of the 110 survey respondents, 54 indicated they would be interested in enrolling in an online MHRM program offered by WSU, and 38 indicated they would be interested in enrolling by 2022.
4. Locational Advantage	Wichita, the most populated city in Kansas, and the surrounding metropolitan area contain many businesses of various sizes, all potential employers for the Master of Human Resource Management (MHRM) graduates. Because of these businesses, Wichita will provide

[1] Bureau of Labor Statistics (April 27, 2018). Occupational handbook: Human resource managers. Retrieved from: https://www.bls.gov/ooh/management/human-resources-managers.htm
[2] Ibid.
[3] Diaz, N.A. & Edmonds, L. (2015). Market demand for human resource development graduate programs. Education Advisory Board COE Forum. Retrieved from: https://www.eab.com/-/media/EAB/Research-and-Insights/COE/Custom/2015/02/Market-Demand-for-Human-Resource-Development-Graduate-Programs.pdf

	the MHRM program with a locational advantage compared to a program located in a region with fewer businesses. The Barton School of Business is accredited by the Association to Advance Collegiate Schools of Business (AACSB), the premier business college accrediting agency. Because of its AACSB accreditation, the Barton School will provide the MHRM program with an advantage over a program located in a non-business college, or in a business college that is not AACSB-accredited. This program will be reviewed by AACSB in 2023 as part of the overall assessment of the Barton School of Business's maintenance of accreditation review, a distinct advantage to ensure program rigor and quality. The WSU Management Department contains several prolific research faculty, award-winning instructors (in both online and face-to-face teaching formats), and administrators with experience at managing multiple degree programs (including an online, undergraduate HRM program).
5. Comparative Advantage	The Regents System program that is closest to the proposed MHRM program is Fort Hays State University's online Master of Professional Studies (MPS) degree program with an HRM concentration. Additionally, Pittsburg State University's online Master of Science degree in Human Resource Development is offered by their Department of Technology and Workforce Learning. The proposed WSU MHRM program will be housed in a business college, accredited by the Association to Advance Collegiate Schools of Business, and aligned with the Society for Human Resource Management competencies. Other similar Regents Systems programs include online and traditional Master of Business Administration (MBA) programs. All six Regents' universities offer an MBA program; KU and FHSU have concentrations in HRM. WSU's MBA program currently contains no required or elective HRM courses. As for similar online programs in the country, according to the Society for Human Resource Management website, there are 58 online master-level programs similar to the proposed MHRM program. Excluding the FHSU and PSU programs listed above, the closest program is at Wayland Baptist University in Plainview, Texas. There are no online or traditional (i.e., face-to-face) MHRM programs in the states that border Kansas. Locally, Friends University's MBA program has an online concentration option in HRM.
6. Curriculum	The program consists of 30 semester credit hours. Twenty-four of the hours are composed of eight required courses; the remaining six hours are composed of elective courses with the student's career interests in mind. If a student is more interested in research, he or she may choose up to six semester credit hours of research in lieu of the same number of semester credit hours of elective courses. Required Human Resource Management Courses – 24 semester credit hours (all required courses are 3 semester credit hours). Five courses have yet to have course codes assigned to them and are listed as TBD (to be determined) below. **MGMT 885** Advanced Strategic Management 3 hours **HRM 665** Employment Law 3 hours (TBD) Analytics 3 hours **MGMT 862** Organizational Behavior 3 hours (TBD) Rewards 3 hours (TBD) Selection 3 hours

	(TDB)Strategic HRM 3 hours (TBD)Talent Development 3 hours
7. Faculty Profile	Existing Barton School faculty members will teach, coordinate the curriculum, advise students, schedule classes, and administer the program. The program faculty consist of the MHRM Program Director, core faculty, and supplemental faculty. The director will be a senior faculty member from the Human Resource Management Department. All faculty members possess doctoral degrees in their academic discipline. Faculty members are representative of the following academic disciplines: Human Resource Management, Business Management, Economics, Business Law, Marketing, Decision Sciences, Management Information Systems, and International Business.
8. Student Profile	Students interested in enrolling in this program may be full-time employees whose job involves some HRM-related tasks, employees who are interested in becoming HR managers, and/or any person interested in improving their HR knowledge and skill set, including recent baccalaureate graduates. Students interested in this major typically exhibit the following characteristics[4,5]: strong communication skills, solid ethics, critical thinking skills, organizational skills, conflict-management skills, self-motivation, and structured problem-solving.
9. Academic Support	The WSU Office of Online Learning and the WSU Office of Instructional Design & Access will provide teaching and technical support for the program. The Barton School Dean, Associate Deans, and Management Department Chair will provide administrative support for the program; a senior HRM faculty member will serve as the program director. Current WSU Barton School of Business infrastructure is sufficient to support the new Human Resource Management program.
10. Facilities and Equipment	The Barton School of Business anticipates that the facilities are adequate to support the proposed program. The program will leverage WSU's existing computer hardware, software, services, and network. No additional classrooms will be required, and no new faculty or administrative offices will be needed.
11. Program Review, Assessment, Accreditation	Like all WSU degree programs, this program will be reviewed and evaluated according to Kansas Board of Regents' program review requirements. The Barton School Dean and Faculty are committed to ensuring that the program will be of rigor and high quality. In support of this commitment, a student learning assessment process will be created and implemented. The program director and faculty, the Management Department Chair, and Barton School Administrators will conduct regular assessments. Furthermore, the program has been designed to align with the competencies of the Society for Human Resource Management and with the AACSB graduate program guidelines. The program will be reviewed by AACSB in 2023 as part of the overall assessment of the Barton School of Business's maintenance of accreditation review. Additionally, the Society for Human Resource Management (SHRM) maintains a list of HRM programs that are aligned with the SHRM competencies. WSU is committed to having the MHRM

[4] Concordia St. Paul (August 18, 2016). 6 *qualities of an hr manager*. Retrieved from: https://online.csp.edu/blog/business/6-key-qualities-of-an-hr-manager

[5] Knisley, Rhonda (2018). E-Skill: What 6 qualities make a good human resources professional? Retrieved from: http://blog.eskill.com/qualities-human-resources-professional/

	program stay in alignment with the SHRM competences as the competencies change. The Program Director will ensure that the program remains aligned.
12. Costs/Financing	No new General Use resources are needed for this Master of Human Resource Management degree. Funds generated from online and business school course fees will support this program. The Barton School of Business receives funds from a $35 per semester credit hour (sch) undergraduate program fee, and a $50 per sch graduate program fee. Additional funds come from a $94.50 per sch online course fee. These funds will be used to compensate the program director ($3,600/year, with fringe), new clinical assistant professor ($108,000/year with fringe), and marketing expenses ($5,000/year). No Graduate Assistants are required for this program. Additional and existing current Barton School faculty staffing is sufficient to develop, offer, and administer the MHRM program. The current staffing in the WSU Online Learning and Instructional Design & Access Offices are sufficient to provide teaching and technical support.

New Program Proposal: Curriculum Summary
Wichita State University

Master of Human Resource Management (MHRM)

Anticipated date of implementation: Spring 2019
Responsible department(s) or unit(s): Barton School of Business
Total number of semester credit hours: 30

Program Curriculum
The program consists of 30 credit hours. Twenty-four of the hours are composed of eight required courses; the remaining six hours are composed of elective courses. If a student is more interested in research, he or she may choose up to six credit hours of research in lieu of the same number of elective semester credit hours. The titles of the required and elective courses are listed below. Five courses have yet to have course codes assigned to them and are listed as TBD (to be determined) below.

Required Courses (24 hours)

1.	**MGMT 885**	Advanced Strategic Management	3 hours
2.	**HRM 665**	Employment Law	3 hours
3.	(TBD)	Analytics	3 hours
4.	**MGMT 862**	Organizational Behavior	3 hours
5.	(TBD)	Rewards	3 hours
6.	(TBD)	Selection	3 hours
7.	(TDB)	Strategic HRM	3 hours
8.	(TBD)	Talent Development	3 hours

Electives (6 hours)

1.	**IB 836**	International Bus & Competition	3 hours
2.	**BLAW 810**	Law and Ethics for Business	3 hours
3.	**ECON 804**	Managerial Economics	3 hours
4.	**MGMT 662**	Managing in Diverse Organizations	3 hours
5.	**MKT 803**	Marketing Analysis	3 hours
6.	DS 850	Operations Management	3 hours
7.	**MIS 874**	Management Information Systems	3 Hours
8.	**HRM 891**	Directed Studies	up to 6 hours

Kansas Board of Regents Academic Affairs
PROPOSAL FOR A NEW DEGREE PROGRAM

Please check one: ☐ Baccalaureate Program ☑ Master's Program ☐ Doctoral Program

A. General Information

1. Institution: *(check one)* ☑ ESU ☐ FHSU ☐ K-State ☐ KU ☐ KUMC ☐ PSU ☐ WSU

2. Program Identification:

Program Title: Graduate Nursing Program

Degree to be Offered: Master of Science in Nursing (MSN)

Responsible Department or Unit: Department of Nursing

CIP Code: 51.3801 Proposed Implementation Date: Fall 2019

Total Number of Semester Credit Hours for the Degree: 32

B. Justification and Program Demand

1. Justification:

In the space below, provide a brief description of the program and indicate why this program is important to your institution and to the state of Kansas.

The Emporia State University Master of Science in Nursing (MSN) degree will provide three track options to meet both market demands, and specific professional goals of graduate students as served by Emporia State University. The three online options will include: Healthcare Management, Nursing Education, and a blended Healthcare Management/Education option. The demands for BSN nurses, nurse managers, and nurse educators are expected to increase in the future; the demand for graduate prepared nurses with the skills necessary to educate future nurses and manage daily operations in healthcare settings today and in the future will continue to be quite high (AACN, 2017; KDHE, 2010; HRSA, 2014/2017; NCSBN, 2018). Over 43% of nurses surveyed in Kansas reported they planned to advance their education at the master's degree level (Teel, Shen, & Peltzer, 2014; Shen, Peltzer, Teel, & Pierce, 2015). The Kansas State Board of Nursing reported in 2017 that fewer than 6% of licensed nurses in Kansas have a graduate degree. ESU's BSN graduates and local health care organizations, specifically Newman Regional Health, have asked ESU to provide a master's option. Currently there is no MSN program available in the area to prepare first-line nurse/healthcare managers for rural critical access hospitals, a unique skill set available to BSN graduates through one track of this program. The literature provides ample evidence of demand for nurse educators (IOM, 2011; AACN, 2015; NLN, 2017), with rural areas such as those served by Emporia State University presenting a particular need addressed by this program's second track. Finally, the program will provide a unique blended healthcare management/education track for BSN-prepared nurses whose career aspirations include both nursing management and nursing education.

2. Demand: Select one of the two options for indicating student demand:

Option A. Survey of Student Interest

Number of surveys administered: …… 170
Number of completed surveys returned: ……. 135
Percentage of students interested in program: … 82%

Option B. Market Analysis

Attach a one-page analysis that reflects trends, changing student demographics, curricular growth patterns, etc., to forecast student demand for this program.

3. Demand: Projected Enrollment for the Initial Three Years of the Program

Indicate how many students/credit hours are projected in the charts below.

Year	Headcount		Sem Credit Hrs	
	Full-Time	Part-Time	Full-Time	Part-Time
Implementation	20	variable	360	variable
Year 2	30	variable	480	variable
Year 3	40	variable	660	variable

4. Demand: Employment

In the space below, provide a brief narrative of projected job openings for graduates of this program. This may include such sources as the Kansas labor market information from the KS Department of Labor and/or the US Department of Labor.

The demand for master's prepared nurses in the ESU market area is strong and consistent with Kansas and national statistics. Only 6%-9% of registered nurses have master's degrees in rural settings (US Bureau of Labor Statistics, 2015). Recent surveys by AACN (2017); Teel, et al., (2014); and Nursing and Allied Professionals Workforce Survey (2015) conclude that recruitment of nurse managers and nursing faculty is a significant problem. Over 52% of respondents in the Nursing and Allied Professionals Workforce Survey (2015) reported difficulty in recruiting nurse managers, and AACN (2016) reported nationally over 9,757 nurses annually were turned away from master's programs due to lack of nursing faculty.

The turnover rate for RNs in Kansas is 14% (KHA, 2017); the current vacancy rate for Kansas nurses in 2017 was reported as 6.3% (KHA, 2017). More master's-prepared nurse educators and nurse managers will be required in order to meet the market need of the nursing profession at the local, state, and national levels. As reported in a recent study (Teel, Shen, & Peltzer, 2014), only 13.7% of nurses in Kansas hold the MSN degree, which is inadequate to meet the demand.

In conclusion, there is a growing body of literature providing compelling evidence of a significant demand for more master's-prepared nurses to fulfill roles as nurse managers and nurse educators. The need in rural communities is even greater, as the majority of nurses at the BSN and MSN level are employed in urban settings. Rural health care facilities and rural nursing education programs both require masters-prepared nurses to meet the complex needs of today's healthcare consumer (IOM, 2011). Without nursing faculty to prepare nurses, and without nurse managers to manage healthcare teams and organizations, the consumer of healthcare is at significant risk for poor quality of care.

C. Curriculum

1. Admission/Requirements:

In the space below, describe the admission standards for the program.

Students seeking the Master of Science in Nursing (MSN) degree will have a Bachelor of Science in Nursing (BSN) degree from a nationally accredited program (ACEN or CCNE). The applicant will have a cumulative undergraduate GPA of 3.0 on a 4.0 scale. Applicants with less than a 3.0 will be considered on an individual basis. Applicants should demonstrate a strong record of professional service and leadership in their practice area.
a. Admission to Emporia State University.
b. Admission to the Emporia State University Graduate Program.
c. Completion of Department of Nursing Application Procedure.

2. Courses:

Attach a one-page semester-by-semester degree plan.

D. Core Faculty

1. Inventory

Provide an inventory of core faculty directly involved with program. For each faculty member, provide the following information.
If applicable, place an * next to the faculty member who will direct this program.
Rank refers to *Adjunct, Instructor, Assistant Professor, Associate Professor, Professor,* etc.
FTE refers to *Full Time Equivalent* to this program (1.0 = full time)

Faculty Name	Rank	Highest Degree	Tenure Track Y/N	Academic Area of Specialization	FTE to Proposed Program
Dr. Linda Adams-Wendling	Chair/Professor	PhD	Y	Nursing /Admin/Education	0.2FTE
Dr. Mary Mitsui	Assoc Professor	PhD	Y	Education	0.8FTE
New Faculty	Assistant Prof	PhD	Y	Nursing Admin and/or Education	1.0 FTE
New Faculty	Assistant Prof	DNP*	Y	Nursing Admin and/or Education	1.0 FTE
		*DNP= Doctor of Nursing Practice			

2. Identify the number of graduate assistantships that will be assigned to the program: 1

E. Expenditures and Revenue:

Please complete the information below and provide explanations as clearly-labeled attachments.*

	List Amounts in Dollars		
I. EXPENDITURES	First FY	Second FY	Third FY
Personnel – Reassigned or Existing Positions* ****Written explanations attached***			
Faculty	$ 52,094	$ 53,135	$ 54,198
Administrators *(other than instruction time)*	$ 19,075	$ 19,457	$ 19,846
Graduate Assistants			
Support Staff for Administration (*e.g., secretarial*)			
Fringe Benefits *(total for all groups)*	$ 15,124	$ 15,384	$ 15,651
Other Personnel Costs			
Total Existing Personnel Costs – Reassigned or Existing	$ 86,293	$ 87,976	$ 89,695
Personnel – New Positions* ****Written explanations attached***			
Faculty	$ 120,000	$ 122,400	$ 124,848
Administrators *(other than instruction time)*			
Graduate Assistants			
Support Staff for Administration (*e.g., secretarial*)			
Fringe Benefits *(total for all groups)*	$ 42,768	$ 43,208	$ 43,656
Other Personnel Costs			
Total New Personnel Costs -- New Positions	$ 162,768	$ 165,608	$ 168,504
Start-up Costs – One-Time Expenses			
Library/learning resources			
Equipment/Technology			
Physical Facilities: Construction or Renovation			
Other			
Total Start-up Costs	$ 0	$ 0	$ 0
Operating Costs – Recurring Expenses* * ****Written explanations attached***			
Supplies/Expenses	$ 18,476	$ 18,476	$ 18,476
Library/learning resources			
Equipment/Technology			
Travel			
Other	$ 9,648	$ 13,248	$ 18,744
Total Operating Costs	$ 28,124	$ 31,724	$ 37,220
GRAND TOTAL COSTS	$ 277,185	$ 285,308	$ 295,419

	List Amounts in Dollars			
II. FUNDING SOURCES* *(projected as appropriate)* **** Written explanations attached***	Current	First FY (New)	Second FY (New)	Third FY (New)
Tuition / State Funds		$ 96,480	$ 132,480	$ 187,440
Student Fees				
Other Sources **		$ 86,293	$ 87,976	$ 89,695
GRAND TOTAL FUNDING	$ 0	$ 182,773	$ 220,456	$ 277,135
Projected Surplus/Deficit (+/-) (Grand Total FUNDING *minus* Grand Total Costs)		$ 94,412	$ 64,852	$ 18,284

***Other Sources:*

As appropriate for each source, please describe the length of financial commitment and note the expiration date. (Examples could include federal, state, and/or private grants, etc.)

**Other sources: President's Incentive Program will supplement until program is self-sustaining (year 3).

Institutional Contact Person:

Name: David Cordle E-mail: dcordle@emporia.edu

Date of Proposal Submission: September 24, 2018

Submit completed form to Max Fridell, mfridell@ksbor.org.

Please submit the following with this proposal:

B.2: One-Page Market Analysis (if you chose *Option B*)
C.2: One-Page Semester-By-Semester Degree Plan
E: Expenditures and Funding Sources (as needed)

Emporia State University
Market Analysis MSN Program

The demand for nurses, nurse managers, and nurse educators is expected to increase in the future (AACN, 2017/2018; HRSA, 2014/2017; KDHE, 2010; NCSBN, 2018). The Health Resources and Service Administration (HRSA, 2010) projects Kansas will have a shortage of 1,950 RNs per 100,000 population in 2020, and the Institute of Medicine (IOM, 2011) is calling for 80% of RNs to be BSN-prepared by 2020 in order to meet the complex needs of patients. In addition, more master's-prepared nurse educators and nurse managers will be required in order to meet the market need of the nursing profession at the local, state, and national levels. As reported in a recent study (Teel, Shen, & Peltzer, 2014), only 13.7% of nurses in Kansas hold the MSN degree, which is inadequate to meet the demand.

More qualified nurse managers are essential for the survival of rural critical access hospitals. The demand for master's-prepared nurses in the ESU market area is strong, consistent with Kansas and national statistics. Only 6%-9% of registered nurses in rural settings nationally have master's degrees (US Bureau of Labor Statistics, 2015), and only 13.7% of nurses in Kansas report holding a master's degree (Teel, et al., 2014). The literature demonstrates the need for more nurse educators in order to train an adequate nursing workforce (HRSA, 2014/2017; AACN, 2017). Recent surveys by AACN (2017), Teel et al (2014), and Nursing and Allied Professionals Workforce Survey (2015) conclude that a significant shortage of nurse managers and nursing faculty exists. Over 52% of respondents in the Nursing and Allied Professionals Workforce Survey (2015) reported difficulty in recruitment of nurse managers, and AACN (2016) reported that 9757 nurses are turned away from master's programs nationally each year due to lack of nursing faculty. The turnover rate for RNs in Kansas is 14% (KHA, 2017) which exceeds the production rate of master's-prepared nurses in Kansas (Teel, et al., 2014). The vacancy rate for Kansas nurses in 2017 was reported as 6.3% (KHA, 2017).

Congruent with the Kansas and national demand for master's-prepared nurses, local health care organizations including Newman Regional Health have urged ESU to develop a master of science (MSN) degree option to prepare first-line nurse/healthcare managers for rural critical access hospitals (CAH). The skill set required to manage in a CAH will be provided through the healthcare management track of this program. In addition to healthcare managers, more nurse educators are needed due to the retirements of current faculty and the increased demand for enrollment (AACN, 2017; NACNEP, 2010). Rural America, including the geographic area served by Emporia State University, has a particular need for nurse educators such as those prepared through this program's nursing education track. Lastly, the program will provide a unique blended healthcare management/nurse educator track.

The internal student market demand at ESU for the MSN program has been demonstrated through the senior exit interviews administered to nursing students at the time of graduation. Over the past five years, more than 82% of graduating students plan to continue their professional education. More specifically, over 90% surveyed plan to obtain a graduate degree or specialty certification in nursing. At least 50% of the students in each of the last three graduating classes at ESU indicated they would enroll in an MSN program at ESU if one were available.

In conclusion, there is a growing body of literature providing compelling evidence of a significant demand for master's-prepared nurses to fulfill roles as nurse managers and nurse educators. The need in rural communities is particularly acute, as the majority of nurses at the BSN and MSN level are employed in urban settings. Rural healthcare facilities and rural nursing education programs both require masters-prepared nurses to meet the complex needs of today's consumer of healthcare (AACN, 2017; IOM, 2011). Without nurse managers to manage healthcare teams and organizations, the consumer of healthcare is at significant risk for poor quality of care, and without nursing faculty to prepare nurses, Kansas and the nation will continue to have a nursing shortage. Evidence suggests a strong demand for the program among prospective students, and a strong need for graduates of the proposed program, especially in rural hospitals and nursing education programs.

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Curriculum Semester-by-Semester
Emporia State University Department of Nursing
Master of Science in Nursing

Total Hours (32 semester credit hours required; with optional course, up to 37 semester credit hours)

Core Requirements … 14 semester credit hours (sch)

(Semester 1)**

NU 800	Theories, Leadership, Role Transition-Advance Practice Role	3 sch
NU 801	Health Care Systems-Population Health and Policy	3 sch
NU 802	Nursing Law, Ethics, and Quality Improvement	3 sch

(Semester 2)**

NU 803	Health Care Informatics	2 sch
NU 804	Translation and Integration of Scholarship to Practice-Project	3 sch

Track Option Requirements (Student selects one of the following three tracks … 18 sch)

Track A – <u>Healthcare Management</u>

(Semester 3)**

NU 805	Health Care Budgeting, Finance, and Economics	3 sch
NU 806	Health Care Operational Management	3 sch
NU 807	Health Care Strategic Planning and Marketing	3 sch

(Semester 4)**

NU 808	Human Resources and Organizational Behavior	3 sch
➢ NU 809	Nursing Health Care Management Internship	6 sch

or

Track B – <u>Nursing Education</u>

(Semester 3)**

NU 810	Curriculum/Program Planning	3 sch
NU 811	Assessment and Evaluation Strategies	3 sch
NU 812	Pharmacology, Pathophysiology, and Health Assessment – for Nurse Educators	3 sch

(Semester 4)**

NU 813	Teaching and Learning Strategies	3 sch
➢ NU 814	Nursing Educator Internship	6 sch

or

Track C – <u>Blended Option</u> (Healthcare Management/Nursing Education)

Of the 18 sch students select from the following courses, 6 sch must be an internship

(Semesters 3 and 4):**

NU 810	Curriculum/Program Planning	3 sch
NU 811	Assessment and Evaluation Strategies	3 sch
NU 812	Pharmacology, Pathophysiology, and Health Assessment – for Nurse Educators	3 sch
NU 813	Teaching and Learning Strategies	3 sch
➢ NU 814	Nursing Educator Internship	6 sch
NU 805	Health Care Budgeting, Finance, and Economics	3 sch
NU 806	Health Care Operational Management	3 sch
NU 807	Health Care Strategic Planning and Marketing	3 sch
NU 808	Human Resources and Organizational Behavior	3 sch
➢ NU 809	Nursing Health Care Management Internship	6 sch

Note: NU 815 Topic(s) in Graduate Nursing is available as an elective for additional 1-5 hours.

*** These are suggested courses for each semester. However, students may take core courses or track courses in any sequence, except for the internship course which must be taken in the last semester for all tracks.*

- *All regular courses will have the content delivered online. However, the internship will be completed in a clinical environment or nursing education environment under the direction of a preceptor reporting to the faculty. This will allow the student to complete the internship in the geographic location of their choice.*

Expenditures and Revenue
Emporia State University Department of Nursing
MSN Program Proposal

Expenditures

Personnel-Reassigned or Existing Positions
The current nurse administrator (Chair) of the BSN program will be reassigned (0.2 load) (Year 1: $19,075; Year 2: $19,457; Year 3: $19,846) annually, and one associate professor in the BSN program will be reassigned 0.8 load (Year 1: $52,094; Year 2: $53,135; Year 3: $54,198) annually. This does not require additional funding.

Personnel-New Positions
A full time Ph.D. in Nursing or Doctor of Nursing Practice with expertise in nursing education and/or nursing administration will be hired to teach in the program. (Year 1: $120,000; Year 2: $122,400; Year 3: $124,848).

Operating Costs – Recurring Expenses
Allocation of $18,476 (years 1, 2, & 3) have been provided for marketing, faculty development, secretarial/operating supplies, and accreditation expenses for the program.

Other
ESU charges overhead (Year 1: $9,648; Year 2: $13,248; and Year 3: $18,744) against the program under the terms of the New Program Incentive Plan.

Funding Sources
Tuition will provide resources for each year of the program.

Year 1: $96,480 will be generated from Semester Credit Hours;
Student Credit Hours = 360
[20 new students x 18 credits x $268 tuition = $96, 480]

Year 2: $132,480 will be generated from Semester Credit Hours;
Student Credit Hours = 480
[15 continuing students x 18 credits x $276 tuition = $74,520]
[15 new students x14 credits x $276 tuition =$57,960]
[$74, 520 + $57,960 = $132,480]

Year 3: $187,440 will be generated from Semester Credit Hours.
Student Credit Hours = 660
[25 continuing students x 18 credits x $284 tuition = $127,800]
[15 new students x 14 credits x $284 tuition = $59, 640]
[$127, 800 + $59, 640 = $187, 440]

Additional Sources: The New Program Incentive Plan will supplement the program during startup years 1, 2, and 3 in the amounts of $86,293 (Year 1), $87,976 (Year 2), and $89,695 (Year 3). By year four the program should be self-sustaining.
Note: Projected deficits in Years 1, 2, and 3 include costs for Reassigned or Existing Positions.

Act on Proposed Amendments to the Naming of Academic Units Policy

Jean Redeker, VP, Academic Affairs

Summary

Board policy allows institutions to recommend to the Board and the Board Academic Affairs Committee the naming of an academic unit for an individual, individuals or business entity. The proposed policy revisions provide procedural guidance that is currently lacking, and the revisions mirror the Board's "Naming of Buildings" policy. Staff recommends approval.

Background

The Board's policy on the Naming of Academic Units was recently reviewed and staff determined that adding procedural guidance to the policy would be beneficial. Revisions to the "Naming of Academic Units" policy are modeled after the Board's "Naming of Buildings" policy, which is provided on the following page for reference.

Staff Recommendation

Staff recommends adoption of the proposed policy amendments set forth below:

9. NAMING OF ACADEMIC UNITS

~~Schools, Colleges, Institutes, Bureaus, Centers or other academic units shall be named for an individual, individuals or business entity by the Board upon the recommendation of the chief executive officer of the state university and the Board Academic Affairs Committee. No public communication of a proposed name shall be made until the name is presented for consideration to the open meeting of the Academic Affairs Committee.~~

The authority to name schools, colleges, institutes, bureaus, centers, or other academic units for an individual, individuals, or business entity is the province of the Board of Regents. The authority to re-name or remove the name of any state university academic unit also resides in the Board. Any documentation used by any state university or affiliate corporation of any state university for fund raising purposes shall clearly state that proposed names are subject to Board action and shall reserve to the Board the right to remove any name bestowed upon an academic unit. Possible reasons for removal of a name include, but are not limited to, circumstances causing damage to the reputation of the university, change of law regarding naming authority, or the dissolution or merging of the academic unit.

a. Criteria

i Academic units may be named for distinguished individuals who have made extraordinary contributions of a scholarly, professional, or public service nature related to the academic unit, or for major donors to the unit or the university.

ii Before forwarding a name to the Board for consideration, the state university shall undertake a thorough degree of due diligence to avoid commercial influence or conflict of interest.

b. Process

The chief executive officer of the state university shall recommend an appropriate name to the Board for consideration. The university shall first present the name(s) for consideration in an open meeting of the Academic Affairs Committee.

At the time the Academic Affairs agenda item is submitted, the name shall not be included; however, the state university shall send the proposed nomination, statement and materials individually to Regents and the President and Chief Executive Officer at least four weeks before the state university sends its agenda material requests to the Board office for the Academic Affairs meeting at which the nomination is to be considered. No public communication of a proposed nomination shall be made until the name is presented for consideration at an open meeting of the Academic Affairs Committee.

Upon approval by the Academic Affairs Committee, the Board shall act on the nomination.

Comparable Policy
Proposed revisions to the "Naming of Academic Units" policy are modeled after the "Naming of Buildings" policy, which is provided below for reference.

12. NAMING OF BUILDINGS

a. Authority for Naming

The naming of any state university building is the province of the Board of Regents. The authority to re-name or remove the name of any state university building also resides in the Board. Any documentation used by any state university or affiliate corporation of any state university for fund raising purposes shall clearly state that proposed names are subject to Board action, and shall reserve to the Board the right to remove any name bestowed upon a facility. Possible reasons for removal of a name include, but are not limited to, circumstances causing damage to the reputation of the university, change of law regarding naming authority, or if the building is razed or given over to a new use.

b. Criteria

i. Generally, buildings are named for distinguished individuals who have made extraordinary contributions of a scholarly, professional, or public service nature related to the university's mission.

ii. In some cases, buildings may be named for major donors to the construction of the building.

iii. Before forwarding a name to the Board for consideration, the state university shall undertake a thorough degree of due diligence to avoid commercial influence or conflict of interest.

iv. Buildings will not be named for sitting presidents, chancellors or Board members.

c. Process

The chief executive officer of the state university shall recommend an appropriate name to the Board for consideration. At the time the agenda item is submitted, the name shall not be included; however, the state university shall send the proposed name and a brief narrative individually to Regents and the President and Chief Executive Officer of the Board at the same time the state university sends its agenda material requests to the Board office for the Board meeting at which the name is to be considered. No public communication of a proposed name shall be made until the name is presented for consideration at the open meeting of the Board.

Michael Tilford Conference on Diversity and Multiculturalism

Budget Summary Report: 2011-2017

Host Institution Conference Per Capita Spending

Year	Host Institution	Total Expenses	Attendance	Per Capita Spending
2017	Fort Hays State[1]	$19,685.92	171	$115.12
2016	Pittsburg State[2]	$19,210.01	154	$124.74
2015	Pittsburg State[2]	$15,718.05	133	$118.18
2014	Emporia State [3]	$22,303.94	157	$142.06
2013	Emporia State [3]	$25,354.57	139	$182.40
2012	Kansas State[2]	Did Not Report	264	Did Not Report
2011	Kansas State[2]	$36,783.75	264	$139.33

Fort Hays State University's 2017 conference ranked third out of seven in total cost but had the lowest per capita expenditure.

From 2011, and 2013-2017, the average total expenses for the conferences was $23,176.

Excluding Kansas State's total expenses because they have had higher total attendance would bring the average total expenses for the remaining five conferences to $20,454.50.

Fort Hays State University's 2017 total expenses expenditure was $768.58 lower than the 2013-2017 average.

1 Information referenced from the 2017 Post Event Report from Fort Hays State University faculty, K. McGonigal.

2 Information referenced from the 2016 Post Event Report from Pittsburg State University.
3 Information provided by Emporia State University faculty, S. Lidzy.

Food and Beverages as Percentage of Total Expenses

Year	Host Institution	Food and Beverage Expenses	Total Expenses	% of Total Expenses
2017	Fort Hays State[1]	$9,210.50	$19,685.92	46.78%
2016	Pittsburg State[2]	$7,008.20	$19,210.01	36.48%
2015	Pittsburg State[2]	$5,561.90	$15,718.05	35.38%
2014	Emporia State[3]	$6,928.23	$22,303.94	17.61%
2013	Emporia State[3]	$6,665.45	$25,354.57	26.28%
2012	Kansas State[2]	$12,834.60	Did Not Report	Unavailable
2011	Kansas State[2]	Did Not Report	$36,783.75	Unavailable

Fort Hays State University's 2017 conference spending on food was the highest of the past five years' meetings. FHSU also had the highest attendance numbers to feed since Kansas State.

Food and Beverage expenses were included in the calculations of the conference total expenditures.

1 Information referenced from the 2017 Post Event Report from Fort Hays State University faculty, K. McGonigal.
2 Information referenced from the 2016 Post Event Report from Pittsburg State University.
3 Information provided by Emporia State University faculty, S. Lidzy.

Function Space Expenses

Year	Host Institution	Function Space	Cost
2018	Fort Hays State [1]	Memorial Student Union	$0.00
		Beach-Schmidt Auditorium	$0.00
2017	Fort Hays State [1]	Sternberg Museum	$0.00
		Beach-Schmidt Auditorium	$0.00
		Memorial Student Union	$0.00
2016	Pittsburg State[2]	Bicknell Center	$0.00
2015	Pittsburg State[2]	Bicknell Center	$9.19
2014	Emporia State[3]	Emporia Arts Council	$591.00
2014	Emporia State[3]	Emporia State University	$1,200.00
2013	Emporia State [3]	Emporia Arts Council	$581.50
2013	Emporia State [3]	Granada Theatre	. $400.00
2012	Kansas State[2]	Kansas State University	$1,725.00
2011	Kansas State[2]	Kansas State University	Unavailable

Fort Hays State University had no function space expenditures in 2017 and will have no function space expenditures in 2018. Of hosting institutions since 2012, FHSU are the only host institution without any function space expenses.

Function space expenditures were included in the calculations of conference total expenditures.

1. Information referenced from the 2017 Post Event report from Fort Hays State University faculty, K. McGonigal.
2. Information referenced from the 2016 Post Event Report from Pittsburg State University.
3. Information provided by Emporia State University faculty, S. Lidzy.

Paid Speaker Expenses

Year	Host Institution	Presenter Fee Total
2017	Fort Hays State	$8,671.00
	($7,500.00 speaker fee, $1,074.40 travel-listed as Honorarium on Budget form, $96.60 hotel in Hays)	
2016	Pittsburg State	$9,258.81
2015	Pittsburg State	$5,989.70
2014	Emporia State	$5,550.00
2013	Emporia State	$8,704.73
2012	Kansas State	$12,000.00

The average total speakers' expenses across the past six conferences was $8,362.73. Fort Hays State University in 2017 spent $308.62 above the average.

The 2019 Tilford Conference will be held at the University of Kansas probably in mid-October. The location of the 2020 Tilford Conference is yet to be determined.

Council of Chief Diversity Officers Draft Charter

The Council of Chief Diversity Officers of Kansas (CCDO) consists of the Chief Diversity Officers of the six state universities, Washburn University and the University of Kansas Medical Center. Its mission is to provide continuous diversity, equity and inclusion leadership, guidance, planning and policy recommendations for the Regents system. The Council of Chief Diversity Officers shall support the System through the following:

Lead Kansas' understanding, articulation, and measurement of diversity, equity, and inclusion as these apply to higher education in Kansas;

Provide strategic System-wide growth of social diversity among Kansas higher education undergraduate and graduate student bodies and enhance recruitment, retention and graduation of underrepresented students;

Create System-wide efforts to strengthen the recruitment and retention and promotion of underrepresented faculty and staff;

Oversee of collaborative efforts (e.g. Tilford Conference), to purposely elevate and promote Kansas as a regional and national leader in professional development, innovative thought, and the dissemination of information on effective diversity, equity, and inclusion policies and practices in higher education.

The Council of Chief Diversity and Inclusion Officers shall have two Co-Chairs and a Co-Chair elect. The Co-Chairs will be the CDO from the same institution as the chair of the Council of Presidents and the CDO from the institution hosting the Tilford Conference. The Co-Chair elect will be the CDO from the next institution to host the Tilford Conference. In the event that it is not possible to select Co-Chairs in this manner, Co-Chairs will be selected by general election of the council members.

The Council of Chief Diversity Officers will meet monthly and other times as determined appropriate by the co-chairs. Reporting to the Council of Presidents, the council will develop an annual written report and make quarterly presentations to the Council of Presidents.