Revised/Approved 4/2022, 6/2023, 3/2024, 7/2024, 11/2024, 2/2025, 4/2025

# New Program Request Form
## CA1

### General Information

| | |
|---|---|
| Institution submitting proposal | Barton Community College |
| Name, title, phone, and email of person submitting the application (*contact person for the approval process)* | Elaine Simmons, Vice President of Instruction<br>620-792-9214<br>simmonse@bartonccc.edu |
| Identify the person responsible for oversight of the proposed program | Mary Foley<br>Executive Director of Agriculture and Industry Education<br>620-792-9278<br>foleym@bartonccc.edu |
| Title of proposed program | Paraprofessional |
| Standard Occupation Code (SOC) associated to the proposed CIP code | 25-9045 |
| SOC description including title and job description (from onetonline.org) | Teaching Assistants, except postsecondary |
| Proposed suggested Classification of Instructional Program (CIP) Code | 13.1501 |
| CIP code description including Title and Definition (from nces.ed.gov/ipeds) | Teaching Assistants/Aide |
| Method of program delivery (face to face, online, hybrid) | Program will be offered fully online, and a few courses will be offered face to face. |
| Number of credits for the degree and for each certificate requested | 18 credit hours |
| Proposed Date of Initiation | Fall 2027 |
| Specialty program accrediting agency | N/A |
| Industry-recognized certification(s) to be earned by students | ParaPro Assessment |
| Number of projected enrollments 1st year | Year 1: 15 |
| | Year 2: 25 |
| | Year 3: 30 |

Revised/Approved 4/2022, 6/2023, 3/2024, 7/2024, 11/2024, 2/2025, 4/2025

Signature of College Official _____

Date 8/19/26

Signature of KBOR Official _____

Date _____

*Institutions requesting subordinate credentials (i.e., requesting a CERTB when an AAS is already approved, and coursework is a subset of existing courses) need only submit the following sections:*
*1) General Information,*
*2) Program Rationale,*
*3) Demand for the Program in Kansas (all 10-year Occupational Outlook data and Perkins CLNA information),*
*4) Complete catalog descriptions (including program objectives) for the proposed program,*
*5) List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program,*
*6) Provide a Program of Study/Degree Plan for the proposed program including a semester-by-semester outline that delineates required and elective courses and notes each program exit point.*
*7) List any pertinent program accreditation available (rationale for seeking or not seeking accreditation and plan to achieve accreditation),*
*8) CA-1b if Excel in CTE fees if requesting approved to charge fees that are not already approved,*
*9) CA-1d if requesting eligibility for Promise Scholarship, and*
*10) Program Approval at the Institution Level*

Note: Changes are often simultaneously being made to existing awards when requesting a subordinate award. The CA1 can be used to document those changes as well, rather than also creating the CA2. The changes can be noted on this application, and the CA2a form can be used in conjunction with explanation in the above items to demonstrate the changes being made to the existing awards.

**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.

  - During the 2024–2025 academic year, members of the Educational Advisory Board, hosted by Barton's Education Department, consistently reported challenges in filling both certified and classified staff positions. In June 2025, the Kansas State Department of Education (KSDE) hosted the inaugural BOOST Summit: *Building Opportunities for Outstanding Teachers*, which focused on identifying strategies to increase both the quantity and quality of educators across the state. During this meeting two of the activities attendees were tasked with trying to find solutions for included, "reducing barriers to careers in education while preserving standards of excellence and designing comprehensive human capital management systems." This certificate will be one of the ways that Barton helps mitigate those challenges. Another key initiative highlighted at the summit was the Registered Teacher Apprenticeship Program, recognized as an

effective approach for school districts to "grow their own" teachers. However, discussions also raised concerns about the resulting vacancies created when paraprofessionals transition into teaching roles. This certificate will help backfill those para vacancies.

During the summer of 2025, department representatives met with a local Superintendent, who described ongoing problems in recruiting paraprofessionals. As the 2025–2026 academic year began, several local school districts contacted the department seeking students who might be interested in paraprofessional positions. Additionally, representatives from the Great Bend School District visited education classes on campus to promote employment opportunities. These conversations and partnerships helped identify a clear workforce need and provided the foundation for developing a pathway designed to support local school districts in addressing critical staffing shortages.

The Early Childhood Advisory Board was apprised of the potential new program, and they were in full support. The availability of the new certificate could serve as an employment option for Early Childhood students pursuing an Early Childhood Unified Teaching License at the university level.

**Program Description and Requirements**

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

  - The Paraprofessional Certificate program is designed to prepare students to serve as effective instructional assistants, paraeducators, and paraprofessionals in PreK-12 classrooms. The curriculum equips students with the foundational knowledge and skills necessary to support certified classroom teachers in diverse educational settings including Title I and Special Education classrooms. Coursework focuses on child development, classroom management, and instructional strategies for a well-rounded education. The program satisfies the federal and state requirements for "highly qualified" paraprofessionals, preparing students to successfully enter the workforce or transition to a bachelor's degree program in education.

    This certificate is ideal for individuals seeking immediate employment in school districts as instructional aides, teacher assistants, or special education paras. It also serves as an excellent steppingstone for current school staff looking to validate their skills and meet federal funding compliance standards.

    Program Learning Outcomes

    Upon successful completion of this certificate, students will be able to:

    A. Demonstrate professional conduct, collaboration skills, and an understanding of FERPA and other educational regulations.
    B. Apply basic principles of child development to support students.
    C. Implement positive behavior, support strategies and classroom management techniques to maintain a safe and productive learning environment.

D. With the guidance of a licensed teacher, provide effective instructional support including delivering effective small group and individualized instruction for a well-rounded education.

- 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.

    - The certificate program requires students to take an Education Field Experience course. In this course students will spend time in a classroom identifying best practices in behavior management, curriculum, instruction, student development, and learning styles. Students will be required to spend a minimum of 35 hours in their assigned classroom. The number of available clinical sites should be sufficient to support the students enrolled in this program. Letters of support accompanying this application indicate school districts would be willing to host students as they complete their field experience requirements.

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

**Admissions Procedure**

- Prospective students are encouraged to apply for admission electronically at Barton's website. Printable applications are available on the web for those who need them.

In compliance with Kansas Statute KSA 2009 Supp. 65-129, the College has instituted a tuberculosis prevention and control policy for students. All students applying for admission to Barton with classes in classroom setting, will be required to complete a Tuberculosis Screening Questionnaire. VERY IMPORTANT: A yes response to ANY of the five questions will classify the student in a "high risk" tuberculosis category as defined by the Kansas Department of Health and Environment guidelines. These students will be required to complete a Tuberculosis Assessment at the local health department, medical clinic or BCC Student Health prior to attendance in a college classroom. Failure to comply will result in holds on further enrollments and the release of permanent transcripts.

ADMISSIONS POLICY: HIGH SCHOOL STUDENT

- Is a high school/home school sophomore, junior or senior with written permission from the high school/home school administrator?
- Is a high school/home school student enrolled in an approved gifted program with written permission from the high school/ home school administrator?

*Special students are not eligible for federal financial aid and some institutional aid.

ADMISSIONS POLICY: REGULAR STUDENT

- Degree Seeking: A student admitted as a regular student and seeking a degree from Barton must submit an official high school or home school transcript, or GED certificate (secondary education documents) to meet graduation requirements.

- Certificate Seeking: A student seeking a certificate from Barton is not required to submit secondary education documents to meet certificate completion requirements. Students seeking a degree from Barton should meet with their academic advisor prior to sending any post-secondary transcripts to Barton.

- **Graduation requirements**
  - Students must complete the required 18 credit hours and maintain an overall grade point average of 2.0 to be eligible for certificate completion.

**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,
  - estimated annual median wages, and
  - typical education level needed for entry
  - Labor information included should show demand in Kansas in the occupation *for the specific level of education being proposed for the program.*
  - 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) | | | |
| CERTC (45-59 CH) | | | |
| CERTB (30-44 CH) | | | |
| CERTA (16-29 CH) | Kansas Department of Labor Occupational Employment Demand | 2,267 | $27,960 |
| SAPP (less than 15 CH) | | | |

  - 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.

**Kansas - 2025 Occupational Employment Demand**

*Indicators for High Demand, Emerging Demand, High Wage Occupations*

| Rank | SOC | SOC Title | High Demand | Emerging Demand | High Wage | Median Annual Wage | Median Wage Note | Mean Annual Wage | Mean Wage Note | Education | Work Experience | Job |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14 | 25-9045 | Teaching assistants, except postsecondary | Yes | Yes | No | $27,960 | | $28,080 | | Some college, no degree | None | None |

*Source: Labor Market Information Division of the Kansas Department of Labor*
*Published: September 2025*
***High Wage:*** *An occupation is considered high wage if the median (or mean) wage is greater than the median (or mean) wage for all occupations in Kansas (median $46,850, mean $58,230).*
***Median and Mean Annual Wages:*** *Wage data are from the 2025 Edition of the Kansas Wage Survey (https://klic.dol.ks.gov/vosnet/lgsipub/documentView.aspx?docid=841)*
*Median and Mean Wage Notes:*
** 2024 Edition of the Kansas Wage Survey (2025 estimates not available)*
*** May 2024 Occupational Employment and Wage Statistics (OEWS) estimates, U.S. (Kansas estimates not available), https://data.bls.gov/oes/#/industry/000000*
*N/A - Wage estimates are not available for this occupation*
***Education, Work Experience, and Job Training:*** *Education and Training Levels are provided by the Bureau of Labor Statistics (https://www.bls.gov/emp/documentation/education/tech.htm)*

**Long-term Occupational Projections**
**2022 to 2032**

| Occupational Code | Occupational Title | Employment | | Change in Employment | | | Openings due to | | | | | | Total[1] | | Wages[2] | | Education and T | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Base Year 2022 | Projected Year 2032 | Numerical | Percent | Percent: Annual | Exits | Exits: Annual | Transfers | Transfers: Annual | Numerical Change | Numerical Change: Annual | Openings | Openings: Annual | Annual Mean | Annual Median | Typical Education Needed for Entry | Work Experience in a Related Occupation | |
| 25-9045 | Teaching Assistants, Except Postsecondary | 18,919 | 19,363 | 444 | 2.4% | 0.2% | 10,910 | 1,091 | 11,316 | 1,132 | 444 | 44 | 22,670 | 2,267 | $28,080 | $27,960 | Some college, no degree | None | No |

- 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.
  - Please see Appendix A

- 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.

  - Barton Community College is committed to expanding access to high-skill, high-wage, and in-demand career pathways for all students, including members of Special Populations, while addressing the workforce needs of our region. Although the 2026 Comprehensive Local Needs Assessment (CLNA) did not identify a need for a Paraeducator program, subsequent discussions with regional school districts and education partners have confirmed a significant and growing demand for qualified paraeducators.

    Approval of the proposed 18-credit-hour Paraeducator Certificate will provide an accessible, workforce-focused credential that prepares students to enter employment quickly while meeting a regional need. The short-term certificate will increase educational opportunities for all students, including Special Populations.

- The program will also directly support continuous improvement in Perkins V performance by addressing gaps identified in the current CLNA, including 1P1-Postsecondary Retention and Placement for economically disadvantaged students and 3P1-Nontraditional Program Participation for economically disadvantaged students and youth with a parent serving on active military duty. Through embedded workplace learning experiences and the attainment of a recognized postsecondary credential (2P1), graduates will be equipped with the competitive skills needed to secure immediate employment while strengthening the workforce throughout the region.

- 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 CA1 materials for review purposes. The agreement will not be published or posted during the comment period.*

  - Not Applicable

**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.

**Kansas Board of Regents**
Kansas Training Information Program (K-TIP)
Program Performance by Career Cluster / Academic Discipline
Human Services by Assoc/Cert
Academic Year 2024

| CIP Code | Program Name | Institution | Total # Declared Majors |
|---|---|---|---|
| 13.1501 | Teacher Assistant/Aide | Wichita State University Campus of Applied Sciences and Technology | 6 |

  - All other data associated with this institution was marked for small cell protection or no data has been reported.
  - Washburn Institute of Technology has a Para Education Associate of Applied Science degree but has not reported any data as of 2024.

- 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.

    - Barton administration consulted Washburn Tech to learn about the development and implementation of its Paraprofessional Associate Degree program. A Zoom meeting was held with Laura Nichols, a representative of USD 501 who oversees the TCALC Teacher Apprenticeship Program. Washburn Tech's model is unique in that it serves only USD 501 and other Topeka-area school districts, working exclusively with high school students. One best practice identified during these discussions was the use of Workforce Innovation and Opportunity Act (WIOA) funding to help offset students' tuition costs.

    - Barton administration consulted Wichita State University, a phone call was held with Jill Ward. They identified their challenges were students transitioning from the Certificate program to the Bachelor's Degree. Barton's program should not have that challenge due to the certificate program being managed by the same student advisor.

**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

    - Not Applicable

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

- 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

    - Please see Appendix C

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

    - Not Applicable

- 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.

    - Not Applicable

- 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.

**Faculty**

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

    - Master's degree in Early Childhood or Master's degree in Special Education with an emphasis in Early Childhood or Master's degree in Education and minimum of two years of relevant professional employment.

**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

    - The Paraprofessional certificate will be offered online, therefore there is no need for facilities or equipment. Faculty who are developing the courses within the certificate program intend to utilize Open Education Resources (OER), so students and faculty will not need to invest in textbooks. One exception to the utilization of OER would be if a student chose to take Developmental Psychology instead of Child Growth & Development. The only expense for the new program will be faculty (full time and adjunct salaries) which will be covered by Barton's general fund.

- Provide detail on **CA-1a form. Please include the specific funding source for each item.**

    - Please see Appendix D

- 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.

    - Not applicable

- **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.
    - Please see Appendix E

- If the program is requesting Perkins funding, provide details on the **CA-1c form**.
  - Please see Appendix F
- If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form**.
  - Please see Appendix G

**Program Review and Assessment**

- Describe the institution's program review cycle, and anticipated review timeframe for proposed program.
  - Barton Community College CTE programs go through a biennial instructional review process. Once the instructional review is completed, program administration provides quarterly goal updates to the Dean of Workforce Training and Community Education and the Vice President of Instruction.

**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)*

    - Please see Appendix H

**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

Crystal Roberts
Associate Director for Workforce Development
croberts@ksbor.org

Brandi Wells
Workforce Development Program Specialist
bwells@ksbor.org

# Appendix A

To Whom It May Concern:

On behalf of USD 327 Ellsworth-Kanopolis-Geneseo Schools, I am pleased to offer our strong support for Barton Community College's proposed Paraprofessional Certificate Program.

Like many school districts across Kansas, USD 327 as partners in the Central Kansas Cooperative in Education has experienced increasing challenges in recruiting and retaining qualified paraprofessionals. While paraprofessionals play an essential role in supporting student learning, providing interventions, assisting students with exceptionalities, and helping maintain effective classroom environments, the pool of qualified applicants has become increasingly limited. As workforce demands continue to grow, creating additional pathways for individuals to enter the profession is critical to meeting the educational needs of Kansas students.

Barton Community College's proposed curriculum, which includes coursework in substitute teaching, child growth and development, educating exceptional students, classroom readiness, child abuse and neglect, and supervised field experiences, aligns well with the skills and knowledge school districts seek when hiring paraprofessionals. Graduates of this program will be better prepared to enter the workforce with a foundational understanding of educational practices and student support services.

USD 327 is committed to our strategic themes of *Educating for Excellence* and *Investing in Faculty and Staff*. The proposed certificate program directly supports both priorities by preparing individuals to contribute meaningfully to student success while also creating opportunities for workforce development within the education profession.

We would welcome the opportunity to interview and consider graduates of the program for future paraprofessional openings within our district and coop. Establishing a pipeline of trained and prepared candidates will help school districts address current staffing shortages while ensuring students receive the support they need to succeed.

Due to our geographic distance from Barton Community College, we may have limited opportunities to serve as a field experience site for students. However, we remain supportive of efforts to provide meaningful clinical experiences that prepare future paraprofessionals for success in Kansas schools.

We appreciate Barton Community College's commitment to addressing workforce needs within education and believe this program will provide significant benefits to school districts, students, and communities throughout Kansas. We respectfully encourage the Kansas Board of Regents to approve this proposal.

Sincerely,

Deena Hilbig
Superintendent

Mr. Khris J. Thexton
*Superintendent of Schools*

Mr. John P. Popp
*Assistant Superintendent*

Mrs. JoAnn Blevins
*Assistant Superintendent*

**GREAT BEND**
**PUBLIC SCHOOLS · USD 428**

June 17, 2026

Mary Foley, Executive Director
Agriculture and Industry Education
Barton Community College
245 NE 30 RD
Great Bend, KS 67530

Subject: Support for Proposed Paraprofessional Certificate Program

Dear Ms. Foley and Members of the Kansas Board of Regents,

I am writing on behalf of Great Bend USD 428 to express our support for Barton Community College's proposal to establish a new Paraprofessional certificate program. As a school district dedicated to the educational growth of all students, we recognize that well-trained paraprofessionals are foundational to classroom success.

The Kansas Occupational Outlook projects a 5.2% growth rate in the paraprofessional field by 2032. Locally, USD 428 experiences firsthand the significant operational difficulties and constraints brought on by a shortage of qualified educational applicants. Barton's target curriculum—specifically focusing on crucial readiness components like *Introduction to Substitute Teaching*, *Educating Exceptional Students*, and *Paraprofessional Classroom Readiness*—provides exactly the structural framework needed to address these local employment gaps.

To ensure the long-term success of this program and its students, USD 428 is fully prepared to collaborate with Barton Community College in the following capacities:

- Field Experience Hosting: We are eager to welcome program candidates into our district schools to complete their required education field experience, observation, and assessment requirements under the guidance of our professional staff.
- Hiring and Recruitment Pipeline: Our district intends to actively review, interview, and potentially hire qualified program graduates to step directly into essential support roles across our campus buildings.

We are confident that this certificate program will build a sustainable talent pipeline that directly benefits regional students, families, and school districts alike. USD 428 fully endorses this initiative and respectfully requests that the Kansas Board of Regents approve Barton Community College's application.

Sincerely,

Khris Thexton, Superintendent
Great Bend USD 428

# Unified District 431
# Hoisington

Trenton Horn, Superintendent

165 West Third
Hoisington, KS 67544
Telephone (620) 653-4134
Fax (620) 653-4073

ATTENDANCE CENTERS

Hoisington High School
Hoisington Middle School
Lincoln Elementary
Roosevelt Elementary


June 9, 2026

Kansas Board of Regents
c/o Barton Community College
245 NE 30 Road
Great Bend, KS 67530

RE: Support for Barton Community College Paraprofessional Certificate Program

To Whom It May Concern:

USD 431 Hoisington Public Schools is pleased to support Barton Community College's proposed Paraprofessional Certificate Program.

Like many Kansas school districts, USD 431 has experienced challenges in recruiting and retaining qualified paraprofessionals. These employees are essential to supporting student learning, assisting classroom teachers, and meeting the needs of students with diverse learning needs. The creation of a local certificate program focused on preparing individuals for these roles will help address a growing workforce need throughout our region.

The proposed curriculum, which includes substitute teaching, child growth and development, educating exceptional students, classroom readiness, child abuse and neglect training, and field-based experiences, aligns well with the knowledge and skills needed to be successful in today's schools. We believe graduates of this program will be well prepared to support students and staff in a variety of educational settings.

USD 431 would welcome the opportunity to interview and consider qualified graduates of the program for employment opportunities as positions become available within our district. We anticipate an ongoing need for well-prepared paraprofessionals and believe graduates of this program will be strong candidates for future openings.

The district would also be willing to work with Barton Community College to provide field experience opportunities for students enrolled in the program, subject to district procedures and placement availability. Practical classroom experience is an important component of preparing future paraprofessionals for success.

Additionally, USD 431 supports efforts to assist students in completing educational programs that lead to careers in education and would be willing to discuss scholarship opportunities through existing district or community partnerships when available.

We strongly support Barton Community College's efforts to establish this Paraprofessional Certificate Program and believe it will benefit students, school districts, and communities throughout central Kansas.

Sincerely,

Trenton E Horn

Trenton Horn
Superintendent of Schools
USD 431 Hoisington Public Schools

# LARNED HIGH SCHOOL

**RONI ETTLEMAN, PRINCIPAL**
**ADMINISTRATIVE STAFF**
**ATHLETIC DIRECTOR, BRIAN DETERDING**
**COUNSELOR, DR. JACQUE WASINGER, Ed.D**

July 6, 2026

To whom it may concern:

Please accept this letter as an official expression of support for the Barton Community College Paraprofessional certificate program. In my capacity as the Larned High School Counselor, I feel that I can speak to the benefit of this program from multiple facets.

Working in a public high school within Barton's catchment area, I work closely with the current education professionals that would benefit from a flexible, relevant, and attainable program. This type of course could help current professionals to grow and hone their skills while also providing a solid foundation for new hires. The curriculum proposed, including courses relating to educating exceptional students, child development, substitute teaching, and observation, would benefit any personnel working in an educational setting. Our district is continually looking for qualified applicants with expectations that this difficulty in hiring will only worsen in the future.

Additionally, I work closely with high school students that are exploring their post-secondary options and working towards those goals. Partner education institutions, especially Barton CCC, allow our students to explore their options by taking dual credit courses while in high school and get a jump on preparing for the real world. I have worked with students that are looking for practical and attainable programs that will translate into an industry job after graduation. This paraprofessional certification will help to open doors for those students curious about education and helping fields.

In both my personal and professional life, I have experienced the service Barton provides the community and surrounding area. Both recent graduates and non-traditional students continue to benefit from Barton's practical programs and I believe this certificate program will only help to serve a need in rural education.

Sincerely,

Dr. Jacque Wasinger, Ed.D.

Dr. Jacque Wasinger, Ed.D.
Larned High School Counselor

# LINCOLN
## UNIFIED SCHOOL DISTRICT 298
## BOARD OF EDUCATION
133 E. Lincoln Ave. P.O. Box 289 • Lincoln, KS 67455
P: 785-524-4436 | F:785-524-3080


June 22, 2026

To Members of the Kansas Board of Regents:

On behalf of USD 298 Lincoln, I am writing to express our strong support for Barton Community College's proposal to establish a new Paraprofessional program.

School districts across Kansas are experiencing increasing challenges in recruiting and retaining qualified paraprofessionals. According to the Kansas Occupational Outlook, the paraprofessional field is expected to grow by 5.2% by 2032. Our district has experienced firsthand the difficulty of finding qualified candidates to fill these essential positions. Paraprofessionals play a critical role in supporting student achievement, assisting students with special needs, and helping schools provide individualized instruction and services. Unfortunately, the pool of qualified applicants has become increasingly limited, making it difficult to meet the growing needs of our students.

We believe that Barton Community College's proposed Paraprofessional program would help address this workforce shortage by preparing well-trained, highly qualified individuals to enter the profession. USD 298 Lincoln would welcome the opportunity to interview graduates of the program and would strongly consider them for employment opportunities within our district.

Additionally, we recognize that many students pursuing higher education face financial challenges. We are supportive of efforts to provide scholarship opportunities that help students complete their education and enter the workforce. We would also be willing to explore ways to support and promote scholarship opportunities for students enrolled in the program.

Furthermore, USD 298 Lincoln would be pleased to partner with Barton Community College by offering students opportunities to complete their required field experiences within our district. We value partnerships that provide hands-on learning experiences while also creating pathways for future employment in our schools.

We appreciate Barton Community College's commitment to developing programs that address workforce needs and strengthen educational opportunities throughout our region. We fully support the creation of this Paraprofessional program and look forward to collaborating in its success.

Sincerely,

Nikki Flinn
Superintendent

Pawnee Heights
UNIFIED SCHOOL DISTRICT NO. 496

Renee Buntain
District Superintendent
620.527.4212
reneebuntain@phtigers.net

100 West Grand
P.O. Box 98
Rozel, KS 67574

Traci Nuckolls
District Clerk/BOE Clerk
PH: 620.527.4212 FX: 620.527.4515
tracinuckolls@phtigers.net

06/09/2026

I am writing this letter to express my strong support for the Paraprofessional Certificate Program at Barton Community College. This program provides critical training that directly addresses the severe staffing challenges currently facing our educational community.

According to the Kansas Occupational Outlook, the paraprofessional field is expected to grow by 5.2% by 2032 in Kansas. Our organization is acutely feeling the effects of this shortage. Finding qualified employees who possess the necessary classroom skills and behavioral management training has become increasingly difficult. This shortage strains our existing staff and impacts the individualized attention our students deserve. Barton's program is essential to building a pipeline of prepared professionals to fill these critical gaps.

To support the success of this program and its students, our organization is fully committed to collaborating with Barton Community College in the following ways. USD 496 would be willing to interview and potentially hire applicants from this program to fill our open positions. In addition, our district would host Barton students at our location, offering them the hands-on opportunities required to complete their field experience hours.

We look forward to continuing a strong partnership with Barton Community College and are in support of the Paraprofessional Certificate Program to strengthen our local educational workforce.

Sincerely,

Renee Buntain

Superintendent of Pawnee Heights, USD 496

# Pratt Schools USD 382

**small schools, BIG OPPORTUNITIES**

Tony Helfrich, Superintendent ~ Antonia Villa, Assistant Superintendent


10 June 2026

Kansas Board of Regents

RE: Letter of Support for Barton Community College Paraprofessional Certificate Program

To Whom It May Concern:

On behalf of USD 382 Pratt Public Schools, I am pleased to offer this letter of strong support for Barton Community College's proposed Paraprofessional Certificate Program.

School districts across Kansas continue to experience challenges in recruiting and retaining qualified paraprofessionals. These professionals play a critical role in supporting student learning, assisting classroom teachers, working with students with disabilities, providing academic interventions, and helping create positive learning environments. The need for well-trained paraprofessionals is paramount in our district and throughout the region.

The proposed certificate program represents an important opportunity to develop a pipeline of qualified educational support personnel for Kansas schools. The curriculum outlined by Barton Community College addresses essential knowledge and skills needed for success in today's classrooms, including child development, educating exceptional students, classroom readiness, field experience, and training related to child abuse and neglect reporting responsibilities. These competencies are directly aligned with the expectations and responsibilities of paraprofessionals employed in public education.

The projected growth of paraprofessional positions in Kansas further demonstrates the need for this certificate program. By preparing graduates with the foundational knowledge and skills necessary to support learners of all ages and abilities, Barton Community College will make a valuable contribution to both the educational workforce and the students served by Kansas schools.

USD 382 Pratt Public Schools fully supports Barton Community College's request for approval of the Paraprofessional Certificate Program. We believe this program will strengthen the educational workforce throughout Kansas and provide significant benefits to school districts, students, and communities across the state.

Thank you for your consideration of this proposal. Please feel free to contact me if additional information is needed.

Sincerely,

Tony Helfrich
Superintendent of Schools
USD 382 Pratt Public Schools
Pratt, Kansas


Jeremy Demuth, Board President ~ Seth Thibault, Vice President

Chris Drake ~ Michelle Ferbert ~ Jennifer Hopkins ~ Kimberly Staats ~ Jenna Zimmerman

Lori Girard, Clerk ~ Sheila Lunsford, Treasurer ~ Angie Stallbaumer, KASB Attorney



401 S. Hamilton ~ Pratt, Kansas 67124 ~ 620-672-4500 ~ fax 620-672-4509 ~ www.usd382.com

# Appendix B

Course Number: CHLD 1583
Course Title: Introduction to Substitute Teaching
Credit Hours: 3
Course Description: This course prepares new substitute teachers with the foundational skills, knowledge, and expectations necessary to effectively manage classrooms, support student learning, and maintain a positive school environment while following district and school policies.

Course Number: CHLD 1512
Course Title: Child Abuse & Neglect
Credit Hours: 3
Course Description: This course is designed to educate the student regarding the subject of abuse and neglect of children. The course will discuss the various types and indicators of abuse and neglect as well as prevention issues. Kansas laws will be discussed as will current community, state, and federal efforts to deal with this problem.

Course Number: EDUC 1134
Course Title: Education Field Experience
Credit Hours: 2
Prerequisites: Successful completion or concurrent enrollment in EDUC 1128
Course Description: This course is designed to give students experience in a classroom setting. Students will examine and reflect upon the roles and responsibilities of effective teachers, characteristics of the teaching/learning environment, and look at an overview of teaching as a career choice.

Course Number: CHLD 1505
Course Title: Child Growth & Development
Credit Hours: 3
Course Description: To develop an understanding of the principles of development and growth of children from conception to eight years of age; singularly and in group settings.

Course Number: PSYC 1014
Course Title: Developmental Psychology
Credit Hours: 3
Course Description: This course explores the theories, methodologies, and data pertinent to the study of the individual across the life-span. Emphasis will focus on both the continuity and changes in behavior due to heredity and environmental influences within infancy, early childhood, adolescence, adulthood, and late adulthood. Topics will include behavioral genetics, prenatal influences, physical maturation and aging, mental abilities, gender and sexuality, moral development, family and peer interactions, developmental disorders, as well as death and dying.

Course Number: EDUC 1135
Course Title: Educating Exceptional Students
Credit Hours: 3
Course Description: This course provides a general overview of the field of special education including historical, legal, and cultural perspectives. Course curriculum will support an understanding of the range of exceptionalities within Pre-K-12 settings, identification processes, available resources, and the impact of exceptionalities on teaching and learning. Students will learn to apply Principles of Universal Design for Learning to support diverse learners.

Course Number: CHLD 1540
Course Title: Early Childhood Observation and Assessment
Credit Hours: 3
Prerequisites: CHLD 1500 with a grade C or better or concurrent enrollment in CHLD 1500
Course Description: This course introduces students to the principles and practices of observing, documenting, and assessing young children's development and learning in early childhood settings. Students examine a variety of observation methods, screening tools, and assessment practices used to gather meaningful information about children's growth across developmental domains. Emphasis is placed on objective documentation, ethical and family-centered practice, and the appropriate use of assessment data to support planning, instruction, and individualized support. Students will learn to interpret observation and assessment findings in ways that promote child development, inform teaching, and strengthen partnerships with families and other professionals.

Course Number: CHLD 1600
Course Title: Paraprofessional Classroom Readiness
Credit Hours: 1
Prerequisites: EDUC 1135 Educating Exceptional Students with a grade C or better
Course Description: This course prepares prospective paraprofessionals for successful completion of the Global Education and Talent Solutions (ETS) Paraprofessional Praxis (ParaPro) assessment required for employment in Kansas schools. Emphasis is placed on strengthening foundational skills in reading, writing, and mathematics as defined by ETS ParaPro content domains, while developing effective test-taking strategies. Students engage in Praxis-aligned practice activities, diagnostic assessments, and targeted skill reinforcement to build readiness and confidence for the examination.

# Appendix C

BARTON COMMUNITY COLLEGE

# Paraprofessional
## Certificate-18 Credit Hours

*This map provides a guide to completing a certificate program or an associate degree. Completion is subject to pre-requisite requirements and availability of the program/courses by location.*

| TERM 1 | | CREDITS | MILESTONE | SGE | COMPLETED |
|---|---|---|---|---|---|
| CHLD 1583 or EDUC 1130 | Introduction to Subsitute Teaching | 3 | | | ☐ |
| CHLD 1512 | Child Abuse and Neglect | 3 | | | ☐ |
| EDUC 1134 | Education Field Experience | 2 | | | ☐ |
| CHLD 1505 or PSYC 1014 | Child Growth and Development or Developmental Psychology | 3 | | | ☐ |
| EDUC 1135 | Educating Exceptional Students | 3 | | | ☐ |
| CHLD 1540 | Early Childhood Observation and Assessment | 3 | | | ☐ |
| CHLD 1600 | Paraprofessional Classroom Readiness | 1 | | | ☐ |
| | | | | | ☐ |
| | | | | | ☐ |
| | | | | | ☐ |
| | | | | | ☐ |
| | | | | | ☐ |
| | | | | | ☐ |
| | | | | | ☐ |
| | | | | | ☐ |
| | | | | | ☐ |
| **TOTAL CREDITS** | | **18** | | | |

**Milestone Courses** should be taken in the term shown. This will help you stay on track and graduate on time.

**Make your summer matter.** Summer is a great time to take some courses and get ahead or stay on track.

### Systemwide General Education (SGE) Key

| | |
|---|---|
| 010 | English |
| 020 | Communications |
| 030 | Math & Statistics |
| 040 | Natural & Physical Science |
| 050 | Social & Behavioral Sciences |
| 060 | Arts & Humanities |
| 070 | Barton Designated |

**sge.bartonccc.edu**

### General Advising Notes

* Subject to placement or pre-requisite requirements

Student Name _____ ID# _____



Non-discrimination Notice: Barton Community College is an equal opportunity provider and employer. Visit equal.bartonccc.edu for more information.

Review Date: 06/26, Effective Date: 08/27

# Appendix D

# KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (July 2024)

Institution: Barton Community College
Proposed Program: Paraprofessional Certificate

| 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: | | 5 | 10 | |
| **Part II. Initial Budget** | | Implementation Year | | |
| A. Faculty | | Existing: | New: | Funding Source: |
| Full-time | # 1 | $ 78,786 | $ | General Fund |
| Part-time/Adjunct | # 4 | $ 7,290 | $ | General Fund |
| | | Amount | Funding Source | |
| B. Equipment required for program | | $ | | |
| C. Tools and/or supplies required for the program | | $ | | |
| D. Instructional Supplies and Materials | | $ | | |
| E. Facility requirements, including facility modifications and/or classroom renovations | | $ | | |
| F. Technology and/or Software | | $ | | |
| G. Other *(Please identify; add lines as required)* | | | | |
| **Total for Implementation Year** | | $86,076 | | |

| 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: | | 10 | 15 | |
| **Part II. Ongoing Program Costs** | | First Two Years | | |
| A. Faculty | | Existing: | New: | Funding Source: |
| Full-time | # 1 | $ 81,150 | $ | General Fund |
| Part-time | # 4 | $ 7,290 | $ | General Fund |
| | | Amount | Funding Source | |
| B. Equipment required for program | | $ | | |
| C. Tools and/or supplies required for the program | | $ | | |
| D. Instructional Supplies and Materials | | $ | | |
| E. Facility requirements, including facility modifications and/or classroom renovations | | $ | | |
| F. Technology and/or Software | | $ | | |
| G. Other *(Please identify; add lines as required)* | | | | |
| **Total for Program Sustainability** | | $ 88,440 | | |

# KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (July 2024)

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

Submit the completed CA-1a application and supporting documents as a PDF included in the CA1 completed application packet.

# Appendix E

# KBOR Excel in CTE Fee Summary for Proposed Academic Programs

CA-1b Form (2020)

*Per statute (K.S.A. 72-3810), the Kansas Board of Regents shall establish general guidelines for tuition and fee schedules in career technical education courses and programs. The Excel in CTE tuition and fee schedule of every technical education program shall be subject to annual approval.*
*Please include all costs charged to **high school students** for the proposed new program.*

| | |
|---|---|
| **Institution Name:** | Barton Community College |
| **Program Title:** | Paraprofessional |
| **Program CIP Code:** | 13.1501 |

*Please list all fees associated with this **program**:*
*Only list costs the institution **is** charging students.*

| *Fee* | *Short Description* | *Amount* |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

*Please list all courses within the program and any fees associated to those **courses**:*
*Only list costs the institution **is** charging students. Do not duplicate expenses.*

| *Course ID* | *Short Description* | *Amount* |
|---|---|---|
| EDUC 1134 | Field Experience Background Check | $75 |
| CHLD 1600 | ParaPathway Assessment | $85 |
| | | |
| | | |
| | | |

*Please list items the student will need to purchase on their own for this program:*
*Institution **is not** charging students these costs, rather students are expected to have these items for the program.*

| *Item* | *Short Description* | *Estimated Amount* |
|---|---|---|
| Textbooks | A topical approach to lifespan development | $95 |
| | | |
| | | |
| | | |

# Appendix F

# Carl D. Perkins Funding
# Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

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

## Program Eligibility

Any program receiving Perkins funds must be designated as a technical program by KBOR. Definition of a technical program may be found in state statute K.S.A. 72-1802.

Program Levels:

| Educational Award Level | Credit Hours |
|---|---|
| SAPP | 1-15 |
| Certificate A | 16-29 |
| Certificate B | 30-44 |
| Certificate C | 45-59 |
| Associate of Applied Science | 60-69 |

Stand-Alone Parent Program (SAPP) criteria:

1. Designated as "Technical Program" in KHEDS
2. Leads to an industry-recognized credential
3. Leads to a specific occupation
4. Addressed and evaluated in the Comprehensive Local Needs Assessment
5. Minimum 6 concentrators (average over the previous two academic years)
6. Instructor/Trainer/Teacher programs and Workforce AID programs are not eligible

Certificates and Associate of Applied Science (CERT and AAS) criteria:

1. Designated as "Technical Program" in KHEDS
2. Aligned at the state level (for select aligned programs). Visit the program alignment section of the KBOR website for the list of aligned programs at the state level.
3. Addressed and evaluated in the Comprehensive Local Needs Assessment
4. Minimum 6 concentrators (average over the previous two academic years)
5. Instructor/Trainer/Teacher programs and Workforce AID programs are not eligible

# Carl D. Perkins Funding
# Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

| | |
|---|---|
| Name of Institution | Barton Community College |
| Name, title, phone, and email of person submitting the Perkins Eligibility application *(contact person for the approval process)* | Mary Foley<br>Executive Director of Agriculture and Industry Education<br>620-792-9278<br>foleym@bartonccc.edu |
| Name, title, phone, and email of the Perkins Coordinator | Krystall Barnes<br>Perkins Coordinator<br>barnesk@bartonccc.edu<br>620-792-9332 |
| Program Name | Paraprofessional |
| Program CIP Code | 13.1501 |
| Educational award levels and credit hours for the proposed request(s) | Certificate A |
| Number of concentrators for the educational level | 15 |
| Does the program meet program alignment? | Not Applicable |
| How does the needs assessment address the occupation and the program *(provide page number/section number from the CLNA and describe the need for the program)* | ▪ Barton Community College is committed to expanding access to high-skill, high-wage, and in-demand career pathways for all students, including members of Special Populations, while addressing the workforce needs of our region. Although the 2026 Comprehensive Local Needs Assessment (CLNA) did not identify a need for a Paraeducator program, subsequent discussions with regional school districts and education partners have confirmed a significant and growing demand for qualified paraeducators.<br>▪ Approval of the proposed 18-credit-hour Paraeducator Certificate will provide an accessible, workforce-focused credential that prepares students to enter employment quickly while meeting a regional need. The short-term certificate will increase educational opportunities for all students-, including Special Populations.<br>▪ The program will also directly support continuous improvement in Perkins V performance by addressing gaps identified in the current CLNA, including 1P1- |

# Carl D. Perkins Funding
# Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

| | |
|---|---|
| | Postsecondary Retention and Placement for economically disadvantaged students and 3P1-Nontraditional Program Participation for economically disadvantaged students and youth with a parent serving on active military duty. Through embedded workplace learning experiences and the attainment of a recognized postsecondary credential (2P1), graduates will be equipped with the competitive skills needed to secure immediate employment while strengthening the workforce throughout the region. |
| Justification for conditional approval: *(how will Perkins funds will be used to develop/improve the program)* | Perkins funds will be used to support professional development opportunities. |
| 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? *(Contact Board staff for technical assistance if there are questions regarding accessibility)* | Program will be offered fully online, and a few courses will be offered face to face. |

Signature of College Official _____ Date 8/19/22

Signature of KBOR Official _____ Date _____

# Appendix G

# 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 | Barton Community College |
| Name, title, and email of person responsible for Academic program | Mary Foley<br>Executive Director of Agriculture and Industry Education<br>foleym@bartonccc.edu |
| Name, title, and email of Financial Aid contact | Myrna Perkins<br>Director of Financial Aid<br>perkinsm@bartonccc.edu |

# 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 |
| | | | | |

| 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 |
| 13.1501 | Paraprofessional | High Demand | Certificate | Fall 2027 |

| 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 _____ Date 8/19/24

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

Last updated: 3/7/2024

# Appendix H

# Early Childhood Advisory Board Meeting Minutes
# 19.0708

| | | | |
|---|---|---|---|
| **Team Name:** | Early Childhood | **Date:** | March 4, 2026 |
| **Process/Project:** | Advisory Board Meeting | **Time:** | 6:00 pm |
| **Recorder:** | Sondra Robinson | **Location:** | T-105 |

**Meeting Facilitator:** Mary Foley/KellyAnn Bonnell

**Advisory Board Members:**

| Name | Business | Title | Present |
|---|---|---|---|
| Kathy Kottas | Barton Community College | Dean of Workforce Training & Community Education | X |
| Mary Foley | Barton Community College | Executive Director of Agriculture and Industry Education | X |
| KellyAnn Bonnell | Barton Community College | Instructor/Coordinator Early Childhood, Elementary, and Secondary Education | X |
| Matt Connell | Barton Community College | Adjunct Faculty | X |
| Shara Neidenthal | Barton Community College | Adjunct Faculty | |
| Kim Specht | Barton Community College/Salina Schools | Adjunct Faculty & Early Childhood Behavior Specialist | X |
| Debbie Stephens | Bright Beginnings Child Care Center | Site Director | |
| Honey Anderson | Bright Beginnings Child Care Center | Lead Teacher | |
| Kristy Blazek | GPS Kids Club & Daycare | Program Director | |
| Alyssa Flory | Caring Hands Daycare Center | Teacher | |
| Felicia Fyler | Barton County Health Department | Child Care Licensing Specialist | X |
| Meghan Goding | Ellsworth Childcare and Learning Center | Executive Director | |
| Larissa Graham | Director of Child Dev Ctr | Dir of Child Dev Ctr | |
| Taelor Griffin | Ellsworth Childcare and Learning Center | Lead Preschool Teacher | |
| Ashley Holman | Roosevelt Elementary, Hoisington | Preschool Teacher | |
| Tandi Mai | USD#428 Little Panthers Preschool | Building Principal | |

| | | | |
|---|---|---|---|
| Cara Negaard | Great Bend High School | Teacher | X |
| Jenny Palmberg | Tiny Steps | Owner / Director | X |
| McKinley Phillips | Sunflower Early Childhood Education | Director / ECSE | X |
| Jasmine Campos | Sunflower Early Childhood Education | Preschool Director | |
| Shelly Post | USE#428 Little Panthers Preschool | ECSE Coordinator | X |
| Heather Quillen | Sunflower Early Childhood Education | Teacher | |
| Harly Watkins | Sunflower Early Childhood Education | | |
| Tiffany Jenks | St. John's Child Development Center | Director | |
| Ingrid Pohl | Kansas Child Care Training Opportunities | Infant Toddler Professional Development / Infant Family Specialist | |
| Alison Gradig | Hoisington Elementary School | Counselor | |
| Sierra Burkes | Bright Beginnings Child Care Center | | |

| Presenter | Key Discussion Points | Minutes |
|---|---|---|
| Mary Foley | • Welcome, Introductions | |
| KellyAnn Bonnell | • Enrollment Updates<br>• Recruitment | From an enrollment standpoint, we are up 84 credits for the spring and up 232 credits year-to-date, and that is just for Barton County. These numbers do not include the students we have from all over the world.<br><br>Our Child Growth and Development class was so full last semester that it was split into two sessions, and this semester we have almost 30 students. Child Neglect was also split due to class numbers. All our classes have pretty good turnouts.<br><br>This next session will be the first time we offer a replacement for Children's Playing Games. It is called Play-Based Learning and will do an overview of play theory and developmentally appropriate practices in the classroom. There are currently 7-8 enrolled in the class. |

| | | |
|---|---|---|
| | | In the fall, we participated in ESSDACK and were able to hand out a new brochure that highlighted all the classes that are free for high school students to take, which was a great conversation starter for early childhood education. BCC has also held Junior Day, Senior Day and Career Day events at the college. |
| Mary Foley | • Program Changes | There has been a lot of discussion leading up to the changes we are going to make to the certificate programs, the terminal degree, associate's degree, and a potential new certificate for paras. We are also looking at a shorter training period for substitutes. The two new certificates would be 25-hour credits geared towards preschool, and one for infant / toddler.<br><br>KellyAnn is working on a para certificate, which would require a minimum of 45 training hours. She is looking at existing coursework and trying to put together classes that would give students a solid foundation to be a para. Classes she is considering include Child Growth & Development, Child Abuse & Neglect, Children's Literature, Childhood Language & Literacy, Guidance & Discipline, and Classroom Management. The goal of this is to better meet the needs of our students.<br><br>We are also scrutinizing the grading system. Currently, if a student gets a D in a class, they can move on. Is this the standard we want for our workforce, or do we re-evaluate the grade that should be required to move on to the next class. Discussion has been that a C minimum should be required. We hope to have some of these changes in effect by Spring 2027.<br><br>We are in the process of having the entire Early Childhood Program OER certified. Our goal is for the only cost beyond tuition to be course fees, which would include background checks. These background checks cost students $50.00. All students going into practicum are required to have one and it must be completely clear.<br><br>Students are required to have first aid, which is a one credit hour in terminal degree. BCC also requires students to have American Heart Association CPR. Prior credit is given to students who have a current heart savers card. If Barton held class for first aid and CPR certifications and recertifications, would providers be interested in this service? October was decided to be a good time to have these classes every year. |

| | | |
|---|---|---|
| KellyAnn Bonnell | • Special Projects | Save the date was given out to advisory board members for the Wheels and Squeals event which will be held on our Barton campus Saturday, September 19, 2026. This will be our 2nd year. Last year was very well received by the public with approximately 220 attendees. This year we are looking to try new things, possibly partner with the pilot club, have bicycle helmet and safety activities, and encourage you to join in the fun with your own activity table. If any board members would like to be a part of the planning committee, please contact KellyAnn Bonnell. |
| Kathy Kottas | • College Updates<br>• Micro Credentials | Spring 2026 enrollment is currently up 8.45%, and our summer 2026 enrollment is up 34.94%. We generally see large numbers of summer enrollments due to students being home from other schools and deciding to take summer classes. And some students who might have had a rough spring semester, might pick up classes during the summer to get back on track. Common classes are science, math, physics, chemistry and CNA.<br><br>One of the things going on in Topeka right now is discussion about Excel and CTE courses. These were started by Governor Brownback 10-12 years ago. If a high school student in Kansas takes a career technical education specific course, there is no tuition or fees for the student. The state of Kansas covers the cost. It has been very successful, to the point that it has ran out of money the last several years. On the flip side of this, there is also a high number of high school students that are failing these classes. Guardrails will possibly be put in place for these courses such as if a student takes a class and fails it, they will no longer be eligible for future Excel and CTE courses, or they will have to set out for a certain amount of time. Other options may be the number of times a student can take a class after initially failing it, or only having these courses offered to Juniors or Seniors. Although this would require a statute change.<br><br>The college is looking into offering micro-credentials, which are a grouping of courses to earn badges. There is a movement to be more skill focused as opposed to having a degree. A lot of employers in certain fields don't care about the degree if the individual has the skills. It was asked of the advisory board if they felt this badge system would be beneficial in Early Childhood, specifically for substitutes or Paras. For |

| | | |
|---|---|---|
| | | some programs they do feel this could be a nice way for people to market themselves to employers. An even better incentive would be if employers could pay more if people earned certain badges. |
| Mary Foley | • Advisory Board Surveys<br>• Employer Surveys<br>• General Contact Information Updates | Surveys, as well as general contact information were handed out to advisory board members, for them to complete and return. |
| Group | • Other Discussion | KellyAnn is on a Prior Learning Advisory Committee for the state. They are looking to collect success stories from individuals who got their CBA, were given credit for prior learning, and went on to complete certificates or degrees. If you know of someone that meets that criteria, please have them contact KellyAnn. |

| **Barton Core Priorities/Strategic Plan Goals** | | | |
|---|---|---|---|
| ***Drive Student Success*** | ***Cultivate Community Engagement*** | ***Emphasize Institutional Effectiveness*** | ***Optimize Employee Experience*** |
| • Advance student entry, reentry, retention and completion strategies.<br>• Commit to excellence in teaching and learning. | • Expand partnerships across the institution.<br>• Reinforce public recognition of Barton Community College.<br>• Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions. | • Develop, enhance, and align business processes.<br>• Manifest an environment that supports the mission of the college. | • Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth.<br>• Develop, enhance, and align business human resource processes. |

# Early Childhood Advisory Board Meeting Minutes
# 19.0708

| | | | |
|---|---|---|---|
| **Team Name:** | Early Childhood | **Date:** | October 15, 2025 |
| **Process/Project:** | Advisory Board Meeting | **Time:** | 6:00 pm |
| **Recorder:** | Sondra Robinson | **Location:** | T-105 |

**Meeting Facilitator:** Mary Foley/KellyAnn Bonnell

**Advisory Board Members:**

| Name | Business | Title | Present |
|---|---|---|---|
| Kathy Kottas | Barton Community College | Dean of Workforce Training & Community Education | X |
| Mary Foley | Barton Community College | Executive Director of Agriculture and Industry Education | |
| KellyAnn Bonnell | Barton Community College | Instructor/Coordinator Early Childhood, Elementary, and Secondary Education | X |
| Matt Connell | Barton Community College | Adjunct Faculty | X |
| Shara Neidenthal | Barton Community College | Adjunct Faculty | |
| Kim Specht | BCC / Salina Schools | Adjunct Faculty & Early Childhood Behavior Specialist | X |
| Debbie Stephens | Bright Beginnings Child Care Center | Site Director | X |
| Honey Anderson | Bright Beginnings Child Care Center | Lead Teacher | X |
| Kristy Blazek | GPS Kids Club & Daycare | Program Director | X |
| Heather Brown | Brown's Daycare | Owner | |
| Alyssa Flory | Caring Hands Daycare Center | Teacher | |
| Felicia Fyler | Barton County Health Department | Child Care Licensing Specialist | X |
| Meghan Goding | Ellsworth Childcare and Learning Center | Executive Director | |
| Larissa Graham | Director of Child Dev Ctr | Dir of Child Dev Ctr | |
| Taelor Griffin | Ellsworth Childcare and Learning Center | Lead Preschool Teacher | |
| Ashley Holman | Roosevelt Elementary, Hoisington | Preschool Teacher | X |
| Tandi Mai | USD#428 Little Panthers Preschool | Building Principal | X |

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|---|---|---|---|
| Cara Negaard | Great Bend High School | FACS Teacher | |
| Jenny Palmberg | Tiny Steps | Director | X |
| McKinley Phillips | Sunflower Early Childhood Education | Preschool Director/Teacher | |
| Jasmine Campos | Sunflower Early Childhood Education | Preschool Director | |
| Shelly Post | USE#428 Little Panthers Preschool | ECSE Coordinator | X |
| Heather Quillen | Sunflower Early Childhood Education | Teacher | |
| Harly Watkins | Sunflower Early Childhood Education | | |
| Tiffany Jenks | St. John's Child Development Center | Director | |
| Ingrid Pohl | Kansas Child Care Training Opportunities | Infant Toddler Professional Development / Infant Family Specialist | |
| Alison Gradig | Hoisington Elementary School | Counselor | X |

| Presenter | Key Discussion Points | Notes |
|---|---|---|
| Mary Foley | • Welcome, Introductions | Everyone in attendance introduced themselves. |
| KellyAnn Bonnell | • Enrollment Updates<br>• Recruitment | Starting in the fall, with the Intro to Early Childhood Class, we had 26 students in the first 8-week session. The 2nd 8-week session just started, and we had to split the Child Growth and Development Class up into two sections, due to having 56 students enrolled. Matt Connell's Intro classes have 12-15 students, and Admin has 12 students. Kim Specht's Language and Lit class has 18 students. KellyAnn spoke about the diversity of our online enrollment. We have people from Korea and Hawaii. It shows that Barton is marketing beyond our Kansas doors. The program is resonating with people from all over the world, and hopefully the numbers will continue to trend. We also have an Education Field Experience Class that has 3 students in it. Two of those students are working with Tandy and her licensed teachers at Little Panthers Preschool.<br><br>This semester we awarded one scholarship in the fall. Our scholarship requirement is that you must be a full-time enrolled student at Barton to apply. Only one candidate applied for the fall scholarship. We awarded that candidate, |

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| | | and that leaves 4 full-time scholarships available to give away in the spring, because we have 5 scholarships a year.<br><br>Barton hosted onsite KCCTO Training on Sept. 6th. Close to 30 people attended. KellyAnn is now a local KCCTO Trainer, and Matt Connell administers online training.<br><br>Barton hosted Wheels and Squeals on Sept. 20th, and we had around 208 attendees. We had touch-a-truck outside and a resource fair inside with various activities such as building tiny bird houses, having a toddler area set up, and Dr. Kottas popping popcorn. Several BCC students volunteered, and some met a goat for the first time. |
| Mary Foley | • Program Changes | Proposed new certificates were given to advisory board members for them to review.<br><br>We thought it was time to offer both an Early Childhood Infant/Toddler Certificate and a Preschool Certificate. The infant/toddler certificate is designed for the child development center or in-home daycare. This came about in part from conversations with providers where there was a need for both certificates, and we took that to heart. They are both 28 credit hours. Course changes were made. And we are trying to make them more manageable for our working students/parents. The goal is to move all courses to eight weeks and all online, we just aren't there yet. The advisory board asked if the credits were transferable. The intention is that they are all transferable and aligned with the other colleges. The idea of the certificates is that they are year one of a two-year degree.<br><br>Several of the classes on the certificates were discussed individually, breaking them down piece by piece. The advisory board likes that the certificates are much more focused. It will prepare people to be more successful and give students a clear view from the beginning. Barton is working to get all classes OER certified, it will make costs cheaper for classes, making it more manageable. |

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| | | We have two other certificates that we are working on. One of them is on the Elementary Ed side and is a credit bearing version of Greenbush Emergency Substitute Training. We are also working on a Para Certificate. Although the courses haven't been decided yet, having a Para Certificate would show employers that the individual is committed to that field.<br><br>These courses offer skills that weren't available years ago, and the Advisory Board feels the classes are more focused. In further discussion of the certificates, an advisory board member stated that they felt Child Abuse and Neglect should be a mandatory class. There was also discussion about whether CPR was also part of this curriculum. CPR is offered through the college, but it is not under early childhood. |
| KellyAnn Bonnell | • SkillsUSA | Barton has become a secondary education participant of SkillsUSA. SkillsUSA is an essential stills competition that covers our trades. Our Welding and Construction Technology students will participate in it this year. It should be a great recruiting tool for us for those students familiar with it at the high school level.<br><br>We have created a Teaching and Learning Club. Within that club is also a Sub Club. The Teaching and Learning Club is intended to foster the love of lifelong learning in potential teachers. The Sub Club provides different cultural opportunities and practices for people interested in teaching and learning of all forms. |
| Kathy Kottas | • College Updates<br>• Essential Skills | When we submit the new curriculum proposal to the Kansas Board of Regents, we may be contacting several of you for letters of support to be submitted with it.<br><br>OER (Open Education Resources) has been a college initiative now for 2-3 years. We have over 245 classes that are OER certified. Within that, students either do not buy a textbook, or they have a low-cost textbook of $50.00 or less. We have already saved students 2.8 million in textbook costs.<br><br>We are now starting our second 8-week session for the fall. Barton is showing a 4% growth increase. Spring enrollment isn't open yet, but we are predicted to |

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| | | have a 7-8% increase in enrollment. Currently this year, Barton is ranked #3 in community colleges in the state.<br><br>In 2010 the workforce training division implemented essential skills. They were put into four categories: self-management skills, life-skills, professional skills and interpersonal skills. Advisory board members, faculty and students were all polled with the same question; what are the essential skills that you think people need to be successful in the workplace. Faculty took that information and implemented essential skills into their programs.<br><br>It's been several years since we looked at this, so the advisory board was asked what essential skills are they seeing that need reinforced? Answers were budgeting, problem solving, self-esteem, verbal and written communication, constructive criticism, body language, personal appearance, attendance and situational awareness. With this discussion in mind, one advisory board member recommended "Is Your Attitude Showing" by AFDE. It is a class that all their new employees take. |
| Group | • Other Discussion | |

| Barton Core Priorities/Strategic Plan Goals | | | |
|---|---|---|---|
| ***Drive Student Success*** | ***Cultivate Community Engagement*** | ***Emphasize Institutional Effectiveness*** | ***Optimize Employee Experience*** |
| • Advance student entry, reentry, retention and completion strategies.<br>• Commit to excellence in teaching and learning. | • Expand partnerships across the institution.<br>• Reinforce public recognition of Barton Community College.<br>• Foster a climate of inclusivity so students, employees, and communities are welcomed, | • Develop, enhance, and align business processes.<br>• Manifest an environment that supports the mission of the college. | • Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth.<br>• Develop, enhance, and align business human resource processes. |

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| | supported, and valued for their contributions. | | |

| AGENDA/MINUTES | |
|---|---|
| Team Name | Learning, Instruction and Curriculum Committee (LICC) |
| Date | 6/10/2026 |
| Time | 3:30 – 4:30 pm |
| Location | Zoom https://bartonccc-edu.zoom.us/my/riegelsbcc |

| Facilitator | Brian Howe | Recorder | Sarah Riegel |
|---|---|---|---|

| Team members | | | | | | | | Present X<br>Absent O | |
|---|---|---|---|---|---|---|---|---|---|
| | **Team 1** | | **Team 2** | | **Team 3** | | **Non-voting** | | **Non-voting** |
| x | Brian Howe<br>Team Lead | x | Megan Schiffelbein<br>Team Lead | o | Josh Winkler<br>Team Lead | x | Kathy Kottas | o | Chris Baker |
| x | Darren Ivey | x | James Hill | x | Claudia Mather | x | Elaine Simmons | x | Mary Foley |
| x | Matt Connell | x | Stephanie Joiner | x | Erika Jenkins-Moss | x | Lori Crowther | x | Jared Hall |
| | | x | Lee Miller | x | Mary Doyle | | | | |
| Guest | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

| Action Items | Reporter | New/ Revised | Effective Semester |
|---|---|---|---|
| n/a | | | |
| **Syllabi Submitted to Inactivate** | **Reporter** | **Inactivate** | **Effective Semester** |
| n/a | | | |
| **Other Items** | **Reporter** | | |
| Early Childhood Executive Summary<br>• Updating the early childhood certificates to align with Kansas Early Learning Standards and address workforce needs for paraeducators and substitutes<br>• Create separate infant/toddler and preschool certificates; new paraprofessional certificate and substitute teacher credential<br>• Replace the previous practicum courses with three new one-credit field experience courses requiring only 45 hours of facility time<br>• These changes will be effective for fall 2027 | Mary Foley | | |
| General Education Outcomes<br>• Team discussed for the English and Communications area using "or" or "and/or" instead of "and" in outcomes 1 and 2 – no changes were approved<br>• Erika made the motion to approve the gen ed outcomes as presented and Matt seconded the motion<br>• The gen ed outcomes were approved by the committee as presented | Brian Howe | | |
| 2026-2027 Meeting Dates | | | |

| | | | |
|---|---|---|---|
| • No comments or changes were made to the presented dates<br>• Sarah will post these dates to the LICC web page | | | |
| Team Membership<br>• Jim and Lee will be rotating off in August<br>• Matt agreed to work with Brandon Steinert (faculty council) to create a recruitment message for faculty | | | |

Absent: _____have no concerns. Voted in advance to approve should majority agree.

**ENDS**:

1. **Fundamental Skills**
2. **Work Preparedness**
3. **Academic Advancement**
4. **Barton Experience**
5. **Regional Workforce Needs**
6. **Barton Services and Regional Locations**
7. **Strategic Planning**
8. **Contingency Planning**

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***Barton Core Priorities/Strategic Goals***

**Drive Student Success**

1. Advance student entry, reentry, retention, and completion strategies.
2. Foster excellence in teaching and learning.

**Cultivate Community Engagement**

3. Expand partnerships & public recognition of Barton Community College.

**Optimize the Barton Experience**

4. Promote a welcoming environment that recognizes and supports student and employee engagement, integrity, inclusivity, value, and growth.

**Emphasize Institutional Effectiveness**

5. Develop, enhance, and align business processes.

| AGENDA/MINUTES | |
|---|---|
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 6/10/2026 |
| Time | 8:30-10:00 am |
| Location | Zoom https://bartonccc-edu.zoom.us/my/riegelsbcc |

| Facilitator | Elaine Simmons | Recorder | Sarah Riegel |
|---|---|---|---|

| Team members | | | | | | Present X Absent O | |
|---|---|---|---|---|---|---|---|
| o | Chris Baker | x | Mary Foley | x | Karly Little | x | Myrna Perkins |
| x | Janet Balk | x | Nicole Frank | x | Angie Maddy | x | Laura Pratt |
| x | Chris Case | x | Jared Hall | x | Claudia Mather | x | Laura Stutzman |
| x | Lori Crowther | o | Lindsay Holmes | x | Mollie McReynolds | o | Josh Winkler |
| o | Renee Demel | x | Erika Jenkins-Moss | x | Lee Miller | x | Jenna Wornkey |
| x | Mary Doyle | x | Stephanie Joiner | x | Wendy Miller | | |
| x | Erin Eggers | x | Kathy Kottas | x | Joshua Nuss | | |
| x | Nolan Esfeld | x | Abby Kujath | o | Megan Phillips | | |
| **Ex-Officio members** | | | | | | | |
| o | Nicole Berger | o | Dee Ann Smith | x | Amanda Staab | | |

| Topics/Notes | Reporter |
|---|---|
| **Subject Codes/Org Changes**<br>Subject Codes & Orgs<br>• Set up eight additional subject codes and orgs<br>• This impacts degree maps, Degree Works, Banner, KHEDS, Concourse, Instructional Reviews this fall 2026 | Elaine |
| **Fort Leonard Wood**<br>• We are in the final stages of signing a three-year probationary Memorandum of Agreement; annual reviews will be conducted.<br>• Students will pay $170 for Barton Online and $153 for daytime and nighttime zoom courses<br>• Scheduling preference – OER certified courses<br>• No residential offerings<br>• A room is available for students to take zoom coursework on post or students may choose their own location to attend class<br>• FLW is not open on federal holidays, but open on training holidays<br>• Grand Canyon University will provide testing services<br>• This location was discussed with Myrna in November 2025 and again May 2026. We will not pursue location approval during the first year of course offerings. We will utilize this timeframe to gather data on whether the students are taking their coursework on post. We need to determine if students will be able to take more than 50% of their coursework on post.<br>• **Awaiting final draft of MOA**<br>• Targeting fall 2026 – CP, LSEC, and Barton Online | Elaine/Jared |
| **CEP Dual Credit Programming/Excel in CTE Update**<br>• **CEP Changes**<br>  o Paying Faculty – will be paid through their local district<br>  o Teaching Assignments – USD employees can only teach 10 credit hour per semester | Karly |

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| ○ Effective Fall 2026<br>○ Communication Notices<br>○ Process Changes<br>○ CEP Program Impact Moving Forward<br>• **Excel in CTE Changes**<br>○ Freshman & sophomore students not eligible for funding<br>○ GPA (2.0 or higher)<br>○ Junior/Senior status – on track for graduation<br>○ Promise Act eligible courses for SB155 Benefits; if not, students can still take but are responsible for payment<br>○ Fail one Excel in CTE course – student is responsible for retake payment<br>○ Fail more than one Excel in CTE course – student no longer eligible for Excel in CTE; student can take coursework and pay<br>○ Declaring Major<br>○ Effective June 1, 2026; however, state funding impacts retro to 2025-2026<br>○ Communication Notices<br>○ Process Changes<br>○ Excel in CTE Impact Moving Forward | |
| **eCampus Update**<br>• Fall Faculty Requests – 99% complete<br>• Spring Faculty Requests – 8/28/2026 deadline | Laura/Erin |
| **Length Canvas Shells Are Open/Gradebook Access & Final Grades/Email Teacher/Student (From the Academic Calendar Meeting)**<br>• Janet confirmed that FR and FL academic terms are set up to be open for 2 weeks post-class for students, while teachers can access content indefinitely<br>• Online courses follow a similar one-week student access period after classes end.<br>• Lori has adjusted course shells to remain open one week post the conclusion of the course<br>• Claudia, Courtney, Erin, and Curtis will develop and communicate options for faculty-student communication after course ends, and share process documentation with the group<br>• Canvas Messaging After End Date | Claudia |
| **Modern Campus**<br>• Modules: Catalog, Curriculum, Scheduling, Registration (credit and non-credit), Nudges (texting) and Career (Lightcast)<br>• Project Launch – Catalog – 14-18 weeks for catalog rollout – Modern Campus is building the catalog now | Elaine/Angie |
| **Promoting New General Education Courses (e.g. BSTC 1200 AI Fundamentals)**<br>• BSTC 1200 is part of bucket 7<br>• Offered online and on Barton County campus<br>• Make an announcement in Canvas<br>• Feature on BOL webpage<br>• ~~Make an announcement in the portal~~<br>• Advisement announcement – Mary will send an email to advisors<br>• Make a flier of some bucket 7 courses – Stephanie and Mary will work on this | Elaine |
| **General Education – Website Discussion**<br>https://www.bartonccc.edu/programs/generaleducation | Elaine |

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| • We will leave the "Prior to Fall 2024" section on the general education webpage for another year and revisit the decision in February 2027, before Fall 2027 enrollment. This will allow time to assess the impact on students who may be graduating in Spring 2026. | |
| **Micro-Credential – OSH**<br>OSH Micro Credential Proposal<br>• Claudia has met with Dean Hall and Laura<br>• Claudia discussed this with Lori<br>• Promotion plans can begin | Jared/Laura/Claudia |
| **Early Childhood Executive Summary (CA-1 and CA-2)**<br>Early Childhood Executive Summary<br>• Effective date – Fall 2027<br>• Campus location – Online<br>• CIP code (Sarah)<br>• Major code (Lori)<br>• Degree Map (Sarah)<br>• Banner/Degree Works (Lori)<br>• HLC/Dept of Ed (Myrna)<br>• Web pages/Areas of Study page (Communications/Mary)<br>• College catalog (Mary)<br>• Admissions application (Tana)<br>• Change of Major form (Mary D.)<br>• Brochures/publications (Communications)<br>• Add to AI Portal for MyCCA, TA (Megan/Abby)<br><br>Program Changes:<br>• Amending current 24 credit hour certificate to a 28-credit hour Infant and Toddler Certificate (CA2)<br>  ○ Myrna comments: Approval needed by HLC and ED. HLC approval should not take long, but ED will be a few weeks to months. We will need to try to request approvals all at once or the system will be locked until a future request can be opened.<br>• Adding a 28-credit hour Preschool Certificate (CA2)<br>  ○ Myrna comments: Approval by HLC and ED. Since this is a new certificate, please allow a couple of months at HLC and then the same afterwards for ED approval.<br>• Adding an 18-credit hour Paraeducator Certificate (CA1)<br>  ○ Myrna comments: Approval by HLC and ED. Since this is a new certificate, please allow a couple of months at HLC and then the same afterwards for ED approval.<br>• Adding an 8-credit hour SAPP<br>  ○ Myrna comments: No approvals are needed by HLC or ED. This will need to be identified in Banner as ineligible for federal aid.<br>• Updating the 64-credit hour associate in applied science degree to include new courses (CA2)<br>  ○ Myrna comments: HLC will need to be notified. No other approval action is anticipated presently.<br>• Updating the 60-credit hour associate in science<br>  ○ Myrna comments: HLC will need to be notified. No other approval action is anticipated presently. | Mary |

**Major Codes (REVIEW)** — Elaine/Myrna

A puzzle to solve....

Myrna's Compliance Chart:
https://docs.bartonccc.edu/finaid/SCI%20Documents/SCI_POS.pdf?_gl=1*5ffwrd*_gcl_au*MTI5NDg4ODc1LjE3NzczMDE2NDY.*_ga*ODI3MzczNjgwLjE3MDY5MDIyNzg.*_ga_QF1R3H2LWX*czE3NzkyOTk5NDkkbzExMzgkZzEkdDE3NzkzMDExMDIkajEzJGwwJGgw

Major Codes Power BI Report:
https://app.powerbi.com/groups/me/apps/364485b4-0c45-468c-b312-0b33b16566d4/reports/a740724b-da50-4e90-944c-2746d7eb110c/ReportSection09ee76b32884796075e7?experience=power-bi

Student Majors Power BI Report:
https://app.powerbi.com/groups/me/apps/364485b4-0c45-468c-b312-0b33b16566d4/reports/b80da29a-6917-42b7-a713-8223c5274687/ReportSection?experience=power-bi

- There are discrepancies between the compliance chart and the Power BI reports specifically for the major codes for welding and EMT
- Chris Case offered to check the compliance chart major codes against the Power BI reports/Banner and report back
- Elaine will meet with Myrna, Angie, and Chris to discuss next steps for major code discrepancies

Myrna would like to remove the table view of the areas of study – it is not accurate
https://www.bartonccc.edu/degrees-programs/table

- Chris can create a Power BI report to keep this current
- Amanda and Chris are going to work on this

What needs to be done with this page?
https://www.bartonccc.edu/programs/degrees-certificates

**Student Success Metrics** — Stephanie/Angie

- Data dictionary and metrics discussion

**KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded** — Chris

- Deadline to report completers to KBOR – May 31 (can be reported after 5/31 but students must finish by 5/31)

| Data Reported Date | 2024-2025 | Data Reported Date | 2025-2026 | Data Reported Date | 2025-2026 (Previous Year) | 2026-2027 |
|---|---|---|---|---|---|---|
| 1/10/2024 | 403 | 1/9/2025 | 372 | 1/2026 | 503 | 491 |
| 2/7/2024 | 484 | 2/10/2025 | 402 | 2/10/2026 | 517 | 492 |
| 3/12/2024 | 549 | 4/9/2025 | 472 | 3/9/2026 | 543 | 496 |
| 4/10/2024 | 575 | 5/13/2025 | 505 | 4/8/2026 | 602 | 545 |
| 5/20/2024 | 739 | 6/10/2025 | 896 | 5/21/2026 | 1046 | 840 |
| 6/11/2024 | 10 | 7/8/2025 | 18 | 6/10/2026 | 1032 | 1067 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 7/10/2024 | 19 | 8/5/2025 | 62 | | | | |
| 8/14/2024 | 91 | 9/9/2025 | 127 | | | | |
| 9/11/2024 | 131 | 10/7/2025 | 158 | | | | |
| 10/9/2024 | 148 | 11/11/2025 | 197 | | | | |
| 11/13/2024 | 197 | 12/9/2025 | 206 | | | | |
| 12/4/2024 | 197 | | | | | | |

- Lori is scheduling meetings for the completer submission process

**Bulletin of Classes Swim Lane Deadlines (T:\Bulletin\Bulletin Online Dates)** — Lori

- Scheduling swim lanes now have spring 27-summer 27-fall 27

**LICC Update** — Sarah

- ACCT 1618 – prerequisite change (fall 2026)
- ADHC 1501 – new course (fall 2026)
- NAID 1229 and NAID 1235 – prerequisite change (fall 2026)
- BSTC 1200 – course description change, added to gen eds bucket 7 (fall 2026)
- PRGM 1038 – course title, course description, prerequisite, outcomes/competencies changes (fall 2026)
- MUSI 1028 and MUSI 1034 – outcomes/competencies changes (spring 2027)
- CHLD 1540, CHLD 1600, EDUC 1130/CHLD 1563 – new courses (fall 2026)
- CHLD 1567 – revived course (fall 2026)

**Web Site Update – n/a** — Amanda

**Barton Online Update – n/a** — Erin

**Center for Learning Excellence Update – n/a** — Claudia

**Academic Development Center Update** — Nolan

- Working through academic alerts – data coming soon

**Institutional Effectiveness Update** — Chris

- New hire starting soon
- Working on PERI data

**HLC/Department of Education Update** — Myrna

- Reported changes to Dept of Ed for PEP; platform is ready

**Student Services Update – n/a** — Angie

**IT Update – n/a** — Renee

**Instruction Update** — Deans/Elaine

- Summer camps are going well

**Compliance Chart** — Sarah, Kurt, Lindsay, Joshua, Laura, Jared, Stephanie, Josh, Nicole,

https://docs.bartonccc.edu/finaid/SCI%20Documents/SCI_POS.pdf

| | |
|---|---|
| https://www.bartonccc.edu/financialaid/studentconsumerinfo | Kathy, Mary, Chris, Lori, and Myrna |
| **Next Meeting: July 8, 2026** | |

**President's Staff Meeting**
**2:00 p.m. – A-113/Zoom**
**June 15, 2026**

| **Present X Absent 0** | | **Present X Absent 0** | | **Present X Absent 0** | |
|---|---|---|---|---|---|
| Amye Schneider | X | Chris Case | X | Mark Dean | X |
| Marcus Garstecki | 0 | Stephanie Joiner | X | Angie Maddy | X |
| Renee Demel | 0 | Krystall Barnes | X-Z | Lindsey Bogner | X-Z |
| Myrna Perkins | X | Jared Hall | X-Z | Jenna Hoffman | X |
| Elaine Simmons | X | Claudia Mather | X-Z | Trevor Rolfs | 0 |
| Amanda Staab | 0 | Kathy Kottas | X | | |
| | | | | | |

1. Early Childhood Program – Mary Foley presented changes to the Early Childhood Program. There were no questions or concerns and was approved by consent.

2. **Grants & Contracts**
   - MATEOP Agreements Update – Dean Hall presented updates.
   - Grants Update – Grant Director Barnes presented updates.

3. **Miscellaneous/Announcements**
   - Lindsey Bogner gave Foundation update that they will be implementing new software
   - Claudia Mather announced a returning employee will start in June
   - Jared Hall stated the Ft. Leonardwood MOA is being drafted.
   - Jenna Hoffman reminded that Alternative Work Location forms are due in June
   - Angie Maddy stated that Admissions is short staffed.
   - Stephanie Joiner announced that Stage Camp is happening now and the Cyber Camps were a success.
   - Kathy Kottas reported that the Healthcare Campus begin next week.
   - Myrna Perkins reported that the Accreditation writing team is actively engaged in writing and FA is preparing for an audit.
   - Chris Case reported that the PERI Data project is coming due in June. AY submission to KBOR is due in August.

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**ENDS:**
**FUNDAMENTAL SKILLS (END 1)**
**ACADEMIC ADVANCEMENT (END 3)**
**REGIONAL WORKFORCE NEEDS (END 5)**
**STRATEGIC PLANNING (END 7)**
**WORKPLACE PREPAREDNESS (END 2)**
**BARTON EXPERIENCE (END 4)**
**BARTON SERVICES & REGIONAL LOCATIONS (END 6)**
**CONTINGENCY PLANNING (END 8)**

***Barton Core Priorities/Strategic Goals***
***Drive Student Success***
1. Advance student entry, reentry, retention, and completion strategies.
2. Foster excellence in teaching and learning.

***Cultivate Community Engagement***
3. Strengthen partnerships and promote community engagement.

***Optimize the Barton Experience***
4. Ensure a welcoming experience.

***Emphasize Institutional Effectiveness***
5. Optimize operational practices.

**Regular Meeting of the Board of Trustees**
**Barton County Community College**
**July 28, 2026**

## ATTENDANCE

***Trustees Present***: Mike Johnson; John Moshier; Kimberly Becker, arrived at 4:05 p.m.; Gary Burke; Dale Maneth, arrived at 4:05 p.m.; and Carl Helm.
***Absent:***
***Other Attendees:*** Amye Schneider; Marcus Garstecki; Brooke Cook; Elaine Simmons; Mark Dean; Angie Maddy; Stephanie Joiner; Chris Case; Nicole Frank; Lee Miller; Amanda Staab; Lindsey Bogner; Joshua Winkler; Chris Baker; Mary Fley; Kathy Kottas; Renee Demel; and Susan Thacker, Great Bend Tribune. via ZOOM: Jared Hall; Lori Crowther; Lindsay Holmes; Curt Rose; Claudia Mather; Cynthia Gore; Courntney Metcalf; Krystall Barnes; Jenna Dean; Ronnie Dean; Laura Pratt; Joshua Nuss; Connie Wagner; Cherish Robinson; Zachary Bauman; Shelli Schmidt; Tanner Marston; Sasha Larson; Riley Greenwood; Cecilia Nicolet; Kaitlin DeWerff; Allicia Otto; Abby Kujath; Dustin Wheeler; Trevor Rolfs; Jon Dannebohm; Andrew Helvie; Jessica Vsetecka; Laura Pratt; Kristan Connell; Aiden Noblitt; Jennifer Miller; Erika Jenkins-Moss; and Jenna Harbaugh.

## CALL TO ORDER

Mike Johnson, Board Chair, called the monthly meeting of the Board of Trustees of Barton County Community College to order at 4:00 p.m. in F-30 in the lower level of the Fine Arts Building. He then led in the Pledge of Allegiance.

## PUBLIC COMMENT

Mike Johnson, Board Chair, invited public comments; none were offered.

## INTRODUCTION OF GUESTS AND NEW EMPLOYEES

Amanda Staab, Chief Communications Officer introduced Benjamin Tillman – Web Content Strategist (Barton Campus).
Mariah White, Residence Life Coordinator introduced Dylan Kramer – Residence Life Assistant Coordinator (Barton Campus).

## BART AWARD UPDATES

Amanda Staab, Chief Communications Officer provided these recognition updates.

## BOARD MONITORING REPORT – END 8: CONTINGENCY PLANNING

Dr. Garstecki, President gave this report.

## FY27 BUDGETARTY ACTION

Mark Dean, Vice President of Administration presented the Operational Budget and the Published Budget for the Board's consideration of approval.

### a. Operational Budget

*Trustee Helm moved the Board approve the Administration recommendation of option "A: Operational Budget as presented. The motion was seconded by Trustee Moshier. Chair Johnson called for a roll call vote. Trustee Helm, yes; Trustee Burke, yes; Trustee Moshier, yes; Trustee Becker, yes; Trustee Maneth, yes; Trustee Johnson, yes.* Following discussion, the motion carried, 6-0.

### b. Published Budget

*Trustee Burke moved the Board approve the publication of the Published budget as presented. The motion was seconded by Trustee Helm. Chair Johnson called for a roll call vote. Trustee Burke, yes; Trustee Moshier, yes; Trustee Becker, yes; Trustee Maneth, no; Trustee Helm, yes; Trustee Johnson, yes.* Following discussion, the motion carried, 5-1.

UNAPPROVED

**Regular Meeting of the Board of Trustees**
**Barton County Community College**
**July 28, 2026**

## CONSENT AGENDA

Routine items are presented for action in one motion. Any Trustee may remove an item from the consent agenda for individual discussion and action. It is recommended that the Board approve the consent agenda as presented.

a. Early Childhood Executive Summary
b. Personnel
c. BOT Minutes of May 26, 2026

*Trustee Maneth moved the Board approve the consent agenda as presented. The motion was seconded by Trustee Burke. Chair Johnson called for a roll call vote. Trustee Moshier, yes; Trustee Becker, yes; Trustee Maneth, yes; Trustee Helm, yes; Trustee Burke, yes; Trustee Johnson, yes.* Following discussion, the motion carried, 6-0.

## INCIDENTAL INFORMATION AND DISCUSSION ITEMS

a. President's Report of Monthly Activities
b. KACC/Board Chair Report by Mike Johnson, Board Chair
c. KBOR Update by Marcus Garstecki, President
d. Upcoming Events
e. Miscellaneous

## EXECUTIVE SESSION

In compliance with KSA 75-4319, the Board will recess to executive session in compliance with the Kansas Open Meetings Act.

Mike Johnson, Board Chair, advised that an executive session would be necessary to discuss an individual employee(s) performance pursuant to non-elected personnel matters.

*Trustee Burke moved the Board recess to executive session for 45 minutes at 5:15 p.m. to discuss an individual employee(s) performance pursuant to non-elected personnel matters, in order to protect the privacy interests of the individual(s) to be discussed, to reconvene in Room F-30 in the Fine Arts Building at 6:00 p.m. In compliance with this Act, no binding action will be taken in executive session. The motion was seconded by Trustee Moshier. Chair Johnson called for a roll call vote. Trustee Becker, yes; Trustee Maneth, yes; Trustee Helm, yes; Trustee Burke, yes; Trustee Moshier, yes; Trustee Johnson, yes.* Following discussion, the motion carried, 6-0.

Dr. Garstecki, Mark Dean, and Lindsey Bogner were asked to join the Board in Executive Session. Chair Johnson also advised that no action would be taken following the Board reconvening and prior to adjournment for those on Zoom.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 6:00 p.m. in the Seminar Room (F-30) of the Fine Arts Building.

## PUBLIC COMMENT

Mike Johnson, Board Chair again invited public comments; non were offered.

## ADJOURNMENT

The meeting adjourned at 6:01 p.m.

_____
Mike Johnson, Chair

_____
John Moshier, Secretary

Recorded by Amye Schneider

UNAPPROVED