New Program Request Form
CA1

General Information

Institution submitting proposal	Washburn University Institute of Technology (WIT)
Name, title, phone, and email of person submitting the application (*contact person for the approval process)*	Marie Z. Hall Assistant Dean, Curriculum, Programs & Grants (785) 670-3327 marie.hall@washburn.edu
Identify the person responsible for oversight of the proposed program	Chaz Havens Assistant Dean, Instructional Services
Title of proposed program	HVAC
Method of program delivery (face to face, online, hybrid)	Face-to-Face, Hybrid
Proposed suggested Classification of Instructional Program (CIP) Code	47.0201
CIP code description including Title and Definition (from nces.ed.gov/ipeds)	CIP Name**:** Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician Definition: A program that prepares individuals to apply technical knowledge and skills to repair, install, service and maintain the operating condition of heating, air conditioning, and refrigeration systems. Includes instruction in diagnostic techniques, the use of testing equipment and the principles of mechanics, electricity, and electronics as they relate to the repair of heating, air conditioning and refrigeration systems.
Standard Occupation Code (SOC) associated to the proposed CIP code	49-9021
SOC description including title and job description (from onetonline.org)	SOC Title: Heating, Air Conditioning, and Refrigeration Mechanics and Installers Description: Install or repair heating, central air conditioning, HVAC, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves
Number of credits for the degree and all certificates requested	Cert A = 24 hrs. Cert C = 48 hrs. AAS = 63 hrs.
Proposed Date of Initiation	Fall 2025
Specialty program accrediting agency	N/A
Industry-recognized certification(s) to be earned by students	ICE Core + Residential, EPA 608m OSHA-10

Revised/Approved April 2022, June 2023, March 2024, July 2024, November 2024

Signature of College Official J. Scott Smith Date 3/18/25

Signature of KBOR Official _____ Date _____

Narrative

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

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 (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) List any pertinent program accreditation available (rationale for seeking or not seeking accreditation and plan to achieve accreditation),
7) CA-1b if Excel in CTE fees if requesting approved to charge fees that are not already approved,
8) CA-1d if requesting eligibility for Promise Scholarship, and
7) Program Approval at the Institution Level

Program Rationale

- Provide an overall explanation and background surrounding the development of the proposed program. Include
    - why the program is needed,
    - where the idea to offer the program came from (including the requesting entity),
    - number of projected enrollments, and
    - who was involved in the development of the program

Need: Washburn University Institute of Technology (WIT) currently has an approved HVAC – Cert B program that totals 43 hours, just 2 hours shy of the Cert C. In reviewing program offerings with Advisory Committee members, it was suggested that the first year of the program should focus on residential HVAC with an exit point for those who want to enter industry, often with a company that provides additional training. The second year of the program will offer more advanced residential and commercial training.

There is a need for residential HVAC technicians in the Northeast Kansas region. We are creating Cert A and Cert C program options to better meet the needs of our industry partners. We will stop offering the Cert B after the current cohort completes their program.

Idea: The idea to restructure the program came from conversations with Advisory Committee members and Business & Industry partners. WIT is the requesting entity.

Projected Enrollment: Enrollment is 16 students/cohort, or 32 students/year.

Involved in Development: Program development included the HVAC instructors, HVAC Advisory Committee, Assistant Dean for Instructional Services, Assistant Dean for Curriculum, and other support staff members.

- If the recommended program is duplicative of other programs in the area, please specifically address why the new, additional program is necessary.

WIT does have an existing HVAC program; we are simply adding credit hours that cause the Cert B to meet the threshold for a Cert C. We are adding the Cert A exit point for those interested in focusing on residential HVAC and/or desiring to more quickly enter industry. The workforce demand for HVAC technicians supports the need for a Cert A exit point.

Both WIT and Highland Community College offer HVAC programs in Northeast Kansas. The labor market information reviewed as part of the most recent Perkins Comprehensive Local Needs Assessment (CLNA) demonstrates a need for more HVAC technicians in this region. There was a combined total of 45 concentrators from both institutions in AY2022, compared to the 77 total annual openings for HVAC technicians in Northeast Kansas (2020-2030 Long-Term Occupational Projections).

Program Description and Requirements

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

The Heating, Ventilation and Air Conditioning (HVAC) program presents technical training to students in the areas of electricity, heating, residential air conditioning, refrigeration, sheet metal fabrication, direct digital controls (DDC) & commercial HVAC applications. This program provides students with industry credentialing in the areas of refrigerant handling safety, tool usage and basic commercial HVAC. Foundational skills and principles learned in this program prepare students to work in the commercial and residential HVAC marketplace.

Program Student Learning Outcomes (PSLOs):

1. Demonstrate proper hand and power tool usage.
2. Demonstrate industry safety standards and professionalism expectations.
3. Apply knowledge of electrical fundamentals.
4. Apply knowledge of HVAC theory.
5. Apply knowledge of residential installation practices.
6. Apply knowledge of electrical and mechanical diagnostics for HVAC equipment.
7. Demonstrate knowledge of commercial HVAC equipment (Cert C).
8. Apply knowledge of control theory (Cert C).

- Include any work-based learning requirements of the program, such as clinicals, internships, etc. If clinical experience is required, please identify whether sufficient clinical sites are available.

Students will have the opportunity to participate in on-the-job training (OJT) in the CEC 235 Commercial HVAC II course.

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

The admissions requirements for Washburn Tech are a high school GPA of 2.0 or higher, or an official GED diploma. There are no program-specific admissions requirements for HVAC.

Graduation requirements are:

- Completion of 24 hours to earn a Cert A. See Degree Map for details.
- Completion of 48 hours to earn a Cer C. See Degree Map for details.
- Completion of 48 hours Cert C, plus an additional 15 hours of general education coursework to earn the Association of Applied Science (AAS). General education coursework to include: EN 101 Introductory College Writing (3); MA 112 Contemporary College Mathematics or higher (3); at least 9 hours of additional general education courses from three of the following areas, and from at least three different disciplines: Communications, Natural Sciences, Social Sciences, Arts and Humanities, Inclusion and Belonging, Scientific Reasoning & Literacy. See Degree Map for details.

Demand for the Program

- 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 occupational growth, estimated annual median wages, and typical education level needed for entry.
    - Labor information included should show demand in the occupation *for the level of education being proposed for the program*.
    - Include additional data for local and regional employer demand 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. Job posting data (cite resource used and date of review) and projected hiring needs for employers (documented in employer letters of support) are examples of additional labor data documentation.

The *2022-2032 Long-term Occupational Projections for Kansas* show the following:

SOC 49-9021 Heating, Air Conditioning, and Refrigeration Mechanics and Installers
Average Annual Openings: 371
Annual Mean Wage: $55,770
Typical Education Needed for Entry: Post-secondary non-degree award

The 2022-2032 Projections currently only provide statewide data, not regional data.

The *2020-2030 Long-term Occupational Projections for Northeast Kansas* show:

SOC 49-9021 Heating, Air Conditioning, and Refrigeration Mechanics and Installers
Average Annual Openings: 77
Annual Mean Wage: $51,882
Typical Education Needed for Entry: Post-secondary non-degree award

- 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.

See attached letters from McElroy's, P1 Service LLC, and SAMCO.

- Provide data from the most recent Perkins Comprehensive Local Needs Assessment recommendations, demonstrating the need for the program initiation.

The Perkins Comprehensive Local Needs Assessment (CLNA) completed for the Topeka Region for FY25-26 identified HVAC as a program area with "too few concentrators for the job openings" (Q1, page 12). There were 45 Concentrators in AY2022, compared to 77 Annual Openings.

- 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.*

Business/Industry partners support the program, however formal partnerships are not in place.

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.

Institution	Program Title	Declared Majors	Program Graduates	Graduates Exited & Employed	Annual Median Wage
Dodge City Community College	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	45	15	11	$33,820
Fort Hays Tech – North Central	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	34	28	26	$41,497
Fort Scott Community College	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	30	10	5	$33,932
Highland Community College	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	17	---	---	---

Institution	Program Title	Declared Majors	Program Graduates	Graduates Exited & Employed	Annual Median Wage
Johnson County Community College	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	129	46	33	$40,074
Kansas City Kansas Community College	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	115	34	23	$43,132
Manhattan Area Technical College	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	23	16	14	$40,054
Neosho County Community College	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	49	18	5	$27,757
Salina Area Technical College	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	16	6	6	$49,220
Seward County Community College	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	33	13	11	$51,125
Washburn Institute of Technology	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	39	15	11	$46,740
Wichita State University Campus of Applied Science & Technology	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	72	40	28	$37,158

- Was collaboration with similar programs pursued? Please explain the collaboration attempt, and if not pursued, rationale for why collaboration was not a viable option. (Recommend that collaboration opportunities be explored and documented with existing programs, examples include sharing best practices, recruitment and retention strategies, curriculum or equipment suggestions, working with business and industry on work-based learning opportunities, etc.)

Collaboration was not sought at this time. Washburn University Institute of Technology has an existing HVAC Cert B in place.

Program Information

- If the program has undergone the alignment process at the state level, please review alignment requirements and ensure the courses, industry-recognized certifications, and accreditation requirements are met in the proposal. Listing of aligned programs can be found at: https://www.kansasregents.org/workforce_development/program-alignment

Program alignment has been reviewed.

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

Cert A Courses (24 hours):

CEC 111 Introduction to HVACR (3)
In this course, students will receive an overview of the HVAC industry, learning about different career pathways, as well as hand tools, power tools and general construction safety.

CEC 115 Electrical Fundamentals (4)
The student will receive instruction in basic electrical theory for DC and Alternating Current systems. The student will have knowledge on the production of electricity and how to apply Ohm's Law and Power Formula. Electrical safety is taught along with skills in how to read and interpret schematic diagrams. This class must be passed with a minimum of a C or 78% for the student to continue to next course.

CEC 120 Heating System Fundamentals (4)
This course will give students a firm understanding of combustion and how it is applied in the HVAC trade. Residential gas furnaces will be studies in detail in order to gain understanding in how they are installed and serviced. A thorough understanding of Standard, Midrange and High Efficiency furnace service and installation will be earned as a result of this course. This class must be passed with a minimum of a C or 78% for the student to continue to next course.

CEC 105 Workplace Skills (1)
Upon successful completion of this course, the student should be able to identify the job skills necessary to have a successful career in the field of their choice. Topics included listening skills, oral communication, human relations, decision making/problem solving, how to work as a team, time and resource management, work ethics, career planning and resume building.

CEC 205 HVAC Fundamentals (5)
This course is designed to introduce students to the broader picture that is HVAC. Students will become familiar with trade related organizations, job requirements, gain skills in soldering and brazing, and demonstrate learned skills to service and repair air conditioning systems. Students must earn a C grade or better in this course in order to advance to the next course.

CEC 210 EPA 608 (1)
Students will be certified in federal regulations of safe refrigerant handling practices. Successful completion of the certification course is required for technicians to work with and purchase refrigerants.

CEC 212 HVAC Installation (3)

Students will learn installation practices according to manufacturers' recommendations and local code, including installing residential split systems, learning about heat pumps, indoor air quality (IAQ), and proper air flow. Prerequisites: Intro to HVACR, Electrical Fundamentals, Heating System Fundamentals, HVAC Fundamentals, EPA 608.

CEC 214 HVAC Services & Diagnostics (3)
Students will learn the different types of compressors used in cooling equipment, proper preventative maintenance practices, and how to diagnose refrigeration, combustion, and electrical faults commonly found in HVAC equipment. Prerequisites: Intro to HVACR, Electrical Fundamentals, Heating System Fundamentals, HVAC Fundamentals, EPA 608, HVAC Installation

Cert C (48 hours total) – Additional Courses:

CEC 215 Intro Mechanical Refrigeration (6)
The students will apply knowledge previously learned in HVAC Fundamentals to ice machines, refrigerators and commercial coolers. Students will learn the function of the specialized electrical circuits and how to service and repair these systems.

CEC 225 Heat Pumps & VRF (6)
In this course, students will learn about Heat Pumps and Variable Refrigerant flow (VRF) systems. They will gain an understanding of how these systems function, proper installation considerations, how to maintain and troubleshoot heat pump and VRF systems.

CEC 230 Commercial HVAC Level I (6)
This course will introduce students to the commercial applications of various HVAC systems. A strong foundation in refrigeration theory is required as well as a comprehensive understanding of system airflow and electrical fundamentals. Students who complete this course will be skilled in reading advanced electrical schematics and be able to describe the function and application of various commercial systems and components including Direct Digital Control systems and frequency drives.

CEC 235 Commercial HVAC Level II (6)
This course continues the introduction to Commercial HVAC systems. Students will perform basic maintenance, repairs and troubleshooting on functioning light commercial and commercial equipment. Students will also have the opportunity to participate in on-the-job training (OJT).

AAS (63 hours total) – General Education Courses:

EN 101 Introductory College Writing (3)
Introduction to writing at the college level with a focus on developing flexibility and skill as a writer. Analysis of texts and arguments in preparation for creating a variety of essays that include personal, analytical, and argumentative writing. Special attention given to the processes of drafting, revision, and reflection. Instruction in and practice of writing conventions such as grammar, mechanics, and citations. Required, with a minimum grade of C, for graduation.
Prerequisites: None

MA 112 Contemporary College Mathematics (3)
This course focuses on mathematical skills and knowledge required for quantitative literacy: basic logical reasoning, understanding numerical relationships, financial mathematics, probability, statistics, mathematical communication, and/or topics related to current events.

Prerequisites: A grade of A or B in MA 090 or an ACT mathematics score of at least 22 or an equivalent background as determined by the Mathematics Department, for example, comparable SAT, COMPASS, or ACCUPLACER score.

> MA 090 Preparation for Quantitative Reasoning Pathway (3)
> Selected topics in pre-algebra, algebra, geometry and other areas designed to prepare students for quantitative reasoning and beyond. Not open to students with credit for MA 109 or above. Does not count towards degree credit hour requirements, nor general education requirements.

At least 9 hours of additional general education courses from three of the following areas, and from at least three different disciplines:

- Communications
- Natural Sciences
- Social Sciences
- Arts and Humanities
- Inclusion and Belonging
- Scientific Reasoning & Literacy

- 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.
    - Degree plan/map in application should match degree map on institution website
    - KBOR links individual institution Degree Map landing pages at https://www.kansasregents.org/students/advising-resources
    - Please refer to Guidance on Academic Degree Maps at https://www.kansasregents.org/academic_affairs/performance-agreements

See attached Degree Maps for the Cert A, Cert C and AAS.

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

Courses listed above are identified as Cert A, Cert C, and AAS requirements.

- 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.

N/A

- 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.

See attached letters of support from USD 345 Seaman, USD 437 Auburn Washburn, and USD 501 Topeka.

Faculty

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

The required qualifications are:

- Two years of documented experience (4,000 hours) as a Heating, Ventilation, and Air Conditioning (HVAC) technician or related position
- Industry-recognized HVAC certification or licensure

Preferred Qualifications:

- A degree in discipline
- Teaching experience at the elementary/secondary or post-secondary level

Cost and Funding for Proposed Program

- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation, etc.).

Equipment: It's imperative that the program continuously updates equipment to stay current with industry. We estimate $5,000/year. Exact cost will vary.

Faculty: The HVAC program includes two 1.0 FTE, 10-month Technical Instructors. Salary & Benefits total $171,465 for Year 1.

Instructional Materials & Supplies: $33,250 is budgeted for Supplies & Operating Expenses per year. This includes the following items: copier charges, equipment rental, transportation, credentialing, subscriptions, clothing & uniforms, stationery & office supplies, small tools, instructional supplies & parts, computer software.

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

See attached.

- Describe any grants (including requirements of the grant) or outside funding sources that will be used for the initial startup of the new program and to sustain the proposed program.

The program is already in place as a Cert B. We do not intend to utilize grant funds for startup costs.

- **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.

Attached.

    - If the program is requesting Perkins funding, provide details on the **CA-1c form**.

Attached.

- If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form**.

Attached.

Program Review and Assessment

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

WIT programs are on a four-year review cycle, utilizing the Association for Career and Technical Education (ACTE) Quality CTE Program of Study Framework. Data collection is broken into three yearly submissions with year four being the culmination and program review presentation.

The review schedule for HVAC is:

- Section 1: Partnerships, Career Development & WBL 2024-2025
- Section 2: Instructor Development & Instruction 2025-2026
- Section 3: Curriculum, Program Alignment & Resources 2026-2027
- Section 4: Full Review 2027-2028

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)

See attachments.

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

EST. CRAFTSMANSHIP 1951

McElroy's

MECHANICAL - PLUMBING - HEATING - AIR

February 26, 2025

Attn: Cody Beauclair
HVAC-R Instructor

Mr. Beauclair,

I am writing to express my support for the transition of the Cert A path allowing students the option of a one-year program and the transition to the work force. This will be a benefit to some of the students that want to get into the residential side of the HVAC business and also those that want to pursue a career with a company that provides additional training.

The option for students to obtain the CERT C certification will be beneficial to the students looking for a deeper understanding of the HVAC-R industry and the commercial side. Graduates with higher certification levels possess a deeper understanding of advanced HVAC-R systems, which leads to improved performance, efficiency, and safety in their work. This elevated standard of training ultimately enhances the reputation of our program and fosters a more skilled workforce.

Increasing the credit hours to a total of 45-48 is an essential step toward providing students with a more comprehensive education. The additional coursework will equip them with advanced skills and knowledge that are increasingly required in today's competitive job market. As the HVAC-R field continues to evolve technologically, it is vital that our training programs keep pace, ensuring that graduates are well-prepared to meet the demands of employers.

I am confident that this transition will enhance the students' educational experience and have a positive impact on our industry partners. I fully endorse the proposal to move to the CERT A and CERT C pathways.

McElroy's is proud to be one of the contractors serving on the advisory board and getting the opportunity to interview and employee students from the program.

Thank you for your dedication to providing a high-caliber education in HVAC-R. I look forward to witnessing the positive outcomes of this transition for our students and the industry.

Sincerely,
McElroy's, Inc.

Keith Watkins
Vice-President

P1 Service, LLC
6531 SE Forbes, Suite B
TOPEKA, KS 66619
P: 785.235.5331 F: 785.235.5031 P1-Service.com

March 4, 2025

Attn: Cody Beauclair

HVAC-R Instructor

Mr. Beauclair,

I am writing to express my strong support for the proposed modifications to the Cert A program, which will introduce a one-year track offering students a direct pathway into the workforce. This initiative presents significant advantages for students aiming to enter the HVAC industry, as well as those seeking opportunities with companies that provide ongoing training.

The introduction of the CERT C certification will also be highly beneficial for students seeking to gain a more in-depth understanding of the HVAC-R industry, particularly in the commercial sector. Graduates who earn higher certification levels will possess advanced knowledge of HVAC-R systems, resulting in enhanced performance, efficiency, and safety in their work. This, in turn, will elevate the overall quality of our training program and help cultivate a more skilled and proficient workforce.

Furthermore, the proposed increase in credit hours to 45-48 is an essential step toward providing students with a well-rounded and comprehensive education. The expanded curriculum will equip them with the advanced skills required to thrive in today's competitive job market. As the HVAC-R field continues to evolve, it is crucial that our training programs adapt to the latest technological developments, ensuring that graduates are well-prepared to meet the ever-changing demands of the industry.

I am confident that these changes will significantly enhance the educational experience for students while positively impacting our industry partners. P1 Service is proud to serve on the advisory board, and we greatly value the opportunity to interview and hire graduates from this program.

Thank you for your ongoing commitment to delivering high-quality HVAC-R education. We look forward to the positive outcomes of these proposed changes for both students and the industry at large.

Sincerely,

P1 Service, LLC

Jacob Yost

Assistance Service Manager

Kyndel Paulsen

Service Manager

SAMCO MECHANICAL
est. 1982
HEATING • COOLING
PLUMBING • SHEETMETAL

"Serving Topeka and N.E. Kansas since 1982"

February 25, 2025

Cody Beauclair
HVAC-R Instructor
Washburn Institute of Technology
1700 SW College Ave
Topeka, KS 66621

Mr. Beauclair,

I am writing to express my support for the transition of the second-year program from a CERT B to a CERT C certification level. After reviewing the proposed grad plan and the accompanying CERT C degree map, it is clear that this move is both timely and necessary for the ongoing development of our students and the HVAC-R industry as a whole.

Increasing the credit hours to a total of 45-48 is an essential step toward providing students with a more comprehensive education. The additional coursework will equip them with advanced skills and knowledge that are increasingly required in today's competitive job market. As the HVAC-R field continues to evolve technologically, it is vital that our training programs keep pace, ensuring that graduates are well-prepared to meet the demands of employers.

Transitioning to a CERT C certification will not only benefit our students but also serve the interests of contractors and industry partners. Graduates with higher certification levels possess a deeper understanding of advanced HVAC-R systems, which leads to improved performance, efficiency, and safety in their work. This elevated standard of training ultimately enhances the reputation of our program and fosters a more skilled workforce.

I am confident that this transition will enhance the educational experience for our students and have a positive impact on our industry partners. I fully endorse the proposal to move to CERT C and am eager to support this forward-thinking initiative.

SAMCO, Inc. is pleased to continue our participation on the advisory board and is dedicated to interviewing and hiring graduates for available positions.

Thank you for your dedication to providing a high-caliber education in HVAC-R. I look forward to witnessing the positive outcomes of this transition for our students and the industry.

Sincerely,

Joey Selbach

SAMCO, Inc.
President
785-233-2945
joey.selbach@samcomc.com

Heating, Ventilation & Air Conditioning (Cert A)

First Year					
Fall			**Spring**		
Number	Title	Hours	Number	Title	Hours
CEC 111	Intro to HVACR [ab]	3	CEC 205	HVAC Fundamentals [ac]	5
CEC 115	Electrical Fundamentals [ab]	4	CEC 210	EPA 608 [ac]	1
CEC 120	Heating System Fundamentals [ab]	4	CEC 212	HVAC Installation [ac]	3
CEC 105	Workplace Skills [ab]	1	CEC 214	HVAC Services & Diagnostics [ac]	3
Total Hours		**12**	**Total Hours**		**12**

[a] Grade of "C" or higher is required

[b] Offered in Fall semester only

[c] Offered in Spring semester only

Systemwide General Education (SGE) Key	
010 English	050 Social & Behavioral Sciences
020 Communications	060 Arts & Humanities
030 Math & Statistics	070 Institutionally Designated
040 Natural & Physical Sciences	

Heating, Ventilation & Air Conditioning (Cert C)

First Year					
Fall			**Spring**		
Number	Title	Hours	Number	Title	Hours
CEC 111	Intro to HVACR [ab]	3	CEC 205	HVAC Fundamentals [ac]	5
CEC 115	Electrical Fundamentals [ab]	4	CEC 210	EPA 608 [ac]	1
CEC 120	Heating System Fundamentals [ab]	4	CEC 212	HVAC Installation [ac]	3
CEC 105	Workplace Skills [ab]	1	CEC 214	HVAC Services & Diagnostics [ac]	3
Total Hours		**12**	**Total Hours**		**12**

Second Year					
Fall			**Spring**		
Number	Title	Hours	Number	Title	Hours
CEC 215	Intro to Mechanical Refrigeration [ab]	6	CEC 230	Commercial HVAC Level I [ac]	6
CEC 225	Heat Pumps & VRF [ab]	6	CEC 235	Commercial HVAC Level II [ac]	6
Total Hours		**12**	**Total Hours**		**12**

[a] Grade of "C" or higher is required

[b] Offered in Fall semester only

[c] Offered in Spring semester only

Systemwide General Education (SGE) Key

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

Heating, Ventilation & Air Conditioning (Associate of Applied Science)

First Year					
Fall			**Spring**		
Number	Title	Hours	Number	Title	Hours
CEC 111	Intro to HVACR [ab]	3	CEC 205	HVAC Fundamentals [ac]	5
CEC 115	Electrical Fundamentals [ab]	4	CEC 210	EPA 608 [ac]	1
CEC 120	Heating System Fundamentals [ab]	4	CEC 212	HVAC Installation [ac]	3
CEC 105	Workplace Skills [ab]	1	CEC 214	HVAC Services & Diagnostics [ac]	3
EN 101	Introductory College Writing (SGE) [010 a]	3	MA 112	Contemporary College Mathematics or higher (SGE) [030 a]	3
Total Hours		**15**	**Total Hours**		**15**

Second Year								
Summer			**Fall**			**Spring**		
Number	Title	Hours	Number	Title	Hours	Number	Title	Hours
XXX	General Education Course [d]	3	CEC 215	Intro to Mechanical Refrigeration [ab]	6	CEC 230	Commercial HVAC Level I [ac]	6
			CEC 225	Heat Pumps & VRF [ab]	6	CEC 235	Commercial HVAC Level II [ac]	6
			XXX	General Education Course [d]	3	XXX	General Education Course [d]	3
Total Hours		**3**	**Total Hours**		**15**	**Total Hours**		**15**

[a] Grade of "C" or higher is required

[b] Offered in Fall semester only

[c] Offered in Spring semester only

d At least 9 hours of additional general education courses from three of the following areas, and from at least three different disciplines: Communications (SGE)020, Natural Sciences (SGE)040, Social Sciences (SGE)050, Arts and Humanities (SGE)060, Inclusion and Belonging (SGE)070, Scientific Reasoning & Literacy (SGE)070.

Systemwide General Education (SGE) Key

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

Seaman Unified School District #345

SEAMAN EDUCATION CENTER
901 NW Lyman Road • Topeka, KS 66608-1900 • 785-575-8600 • Fax 785-575-8680
www.seamanschools.org

Learning Without Limits

March 4, 2025

Marie Hall, Assistant Dean
Washburn Institute of Technology
5724 SW Huntoon St.
Topeka, KS 66604

Assistant Dean Hall,

I am writing this letter to express my full support of the proposed changes to the HVAC Certification program at Washburn Technical Institute. I have reviewed the changes which include adding a Certification A and transitioning from Certification B to Certification C and I believe these changes will be beneficial to the students at Seaman High School who participate in the HVAC program at Washburn Tech.

Seaman High School students participate in the HVAC Certification program at Washburn Tech, which provides them the start to a fulfilling and rewarding career. The addition of the Certification A program will allow additional students to receive a Certification and the transition from a Certification B to a Certification C program will enable those who are interested in a long-term career in HVAC to obtain this advanced certification.

Seaman High School, its students and community appreciate the strong partnership with Washburn University and Washburn Institute of Technology. Our students receive in-demand training from highly competent instructors which has prepared them to excel in a variety of high-demand technical careers.

Thank you for your continued leadership not only in the Topeka area but for setting the standard for Technical Education across the state. I believe that this change will enhance the exceptional education our students receive from Washburn Tech in this program and maintains the high standard of education and training they provide in so many areas.

Thank you,

Brad Willson
Superintendent
Seaman School District - USD 345

Auburn Washburn
Unified School District 437

Shuler Education Center

5928 SW 53rd Street
Topeka, KS 66610
785.339.4000
785.339.4025 fax

www.usd437.net

Dr. Scott McWilliams
Superintendent

Dr. Jeff DeSota
Executive Director
Learning Services

Chelsea Clark
Executive Director
Human Resources

Rich Jones
Executive Director
Operations

Brett Bauer, CPA
Executive Director
Business Services

Jessica Roberts
Director of Communications

March 4, 2025

Assistant Dean Marie Z. Hall
Washburn University – Institute of Technology (Washburn Tech)
5724 SW Huntoon Street
Topeka, KS 66604

Assistant Dean Hall,

Auburn-Washburn School District USD 437 has a long-standing relationship with Washburn Tech. The many skills taught to our high school students in the numerous programs you offer provide a tremendous benefit to our students. We look forward to sending students to Washburn Tech for many years to come.

Our school district was made aware of curriculum changes being made to the Washburn Tech HVAC program. Based on our review of those changes, we fully support them. We believe these changes, once implemented, will provide even a better experience for our students who enroll in the HVAC program.

Thank you again for taking exceptional care of our students who take classes from Washburn Tech.

Best Regard,

Dr. Scott McWilliams
Superintendent of Schools

Dustin L. Dick
Principal, Topeka High School & TCALC

Dustin L Dick
Principal, Lead High School Principal, CTE Coordinator
Topeka High School / TCALC
Topeka Public Schools
March 1, 2025

Marie Hall
Assistant Dean
Washburn Institute of Technology

Assistant Dean Hall,

I am writing to express my full support for the proposed change at the Washburn Institute of Technology in moving the HVAC program certification from Certification B to Certification C, while also adding an option for students to earn a Certification A. Topeka High School and the Topeka Center for Advanced Learning and Careers (TCALC) strongly support this program enhancement, as it will provide greater opportunities for the students we serve.

This change represents a positive step forward, allowing students more flexibility in their training and a clearer pathway to entering the workforce with industry-recognized credentials. By incorporating the option for students to earn a Certification A, more students will have access to foundational HVAC skills, positioning them for success in further education and employment. Additionally, the transition to Certification C will elevate the program, ensuring students are equipped with advanced skills that meet industry standards and employer expectations.

We greatly value the continued partnership between Topeka Public Schools and Washburn Institute of Technology. The opportunities WIT provides for our students are instrumental in preparing them for high-demand careers, and we appreciate your commitment to continuously improving and expanding these programs.

Thank you for your leadership in providing high-quality technical education. We look forward to seeing the positive impact these changes will have on our students and the community.

Sincerely,

Dustin L Dick
Principal, Lead High School Principal, CTE Coordinator
Topeka High School / TCALC
Topeka Public Schools

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (July 2024)

Institution: Washburn University Institute of Technology
Proposed Program: 47.0201 HVAC

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:		16 / 24	--	
Part II. Initial Budget		Implementation Year		
A. Faculty		Existing:	New:	Funding Source:
Full-time	# 2	$ 171,465	$ 0	General Fund
Part-time/Adjunct	# 0	$ 0	$ 0	
		Amount	Funding Source	
B. Equipment required for program		$ 5,000	Grants / General Fund	
C. Tools and/or supplies required for the program		$ 500	General Fund	
D. Instructional Supplies and Materials		$ 25,000	General Fund	
E. Facility requirements, including facility modifications and/or classroom renovations		$ 0	N/A	
F. Technology and/or Software		$ 500	General Fund	
G. Other *(Please identify; add lines as required)* Operating expenses (copier, rentals, credentialing, etc.)		$ 7,250	General Fund	
Total for Implementation Year		$ 209,715		

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:		64 / 96	--	
Part II. Ongoing Program Costs		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	# 2	$ 353,200	$ 0	General Fund
Part-time	# 0	$ 0	$ 0	General Fund
		Amount	Funding Source	
B. Equipment required for program		$ 10,000	Grants / General Fund	
C. Tools and/or supplies required for the program		$ 1,00	General Fund	
D. Instructional Supplies and Materials		$ 50,000	General Fund	
E. Facility requirements, including facility modifications and/or classroom renovations		$ 0	N/A	
F. Technology and/or Software		$ 1,000	General Fund	
G. Other *(Please identify; add lines as required)*		$ 14,500	General Fund	
Total for Program Sustainability		$429,700		

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (July 2024)

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

We will pursue grant funds to provide additional support for the program. This may include the Perkins Local Grant Funds, Perkins Reserve Funds, Innovative Technology Funds, JIIST Grant Funds, and possibly foundation funds.

Business partners may also support the program through donations of materials, equipment, supplies, etc.

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

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:	Washburn Institute of Technology
Program Title:	Heating, Ventilation, and Air Conditioning (HVAC)
Program CIP Code:	47.0201

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

Fee	***Short Description***	***Amount***
1	*Five work shirts*	*$ 55.00*
2	*Two pairs of safety glasses*	*$ 10.00*
3	*Gloves (2 pair)*	*$ 25.00*
4	*EPA 608 Certification*	*$ 25.00*

*Please list all courses within the program and any fees associated to those **courses** :*

Course ID	***Short Description***	***Amount***
CEC105	Workplace Skills	$ 185.00
CEC111	Intro to HVACR (OSHA 10 Certification)	$ 32.00
CEC115	Electrical Fundamentals	$ -
CEC120	Heating System Fundamentals	$ -
CEC205	HVAC Fundamentals	
CEC210	EPA608	$ 185.00
CEC212	HVAC Installation	
CEC214	HVAC Services & Diagnostics	
CEC215	Intro to Mechanical Refrigeration	$ -
CEC225	Heat Pump & VRF (Program coursebooks - printing costs)	$ 30.00
CEC225	Heat Pumps & VRF (410A certification)	$ 25.00
CEC230	Commercial HVAC	$ -
CEC235	Commercial HVAC II	$ -

Please list items the student will need to purchase on their own for this program:

Item	***Short Description***	***Estimated Amount***
N/A	N/A	N/A

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	Washburn University Institute of Technology
Name, title, phone, and email of person submitting the Perkins Eligibility application *(contact person for the approval process)*	Marie Z. Hall Assistant Dean, Curriculum, Programs & Grants (785) 670-3327 marie.hall@washburn.edu
Name, title, phone, and email of the Perkins Coordinator	Marie Z. Hall Assistant Dean, Curriculum, Programs & Grants (785) 670-3327 marie.hall@washburn.edu
Program Name	HVAC
Program CIP Code	47.0201
Educational award levels and credit hours for the proposed request(s)	Cert A = 24 hrs. Cert C = 48 hrs. AAS = 63 hrs.
Number of concentrators for the educational level	35 Concentrators in AY2023
Does the program meet program alignment?	Yes
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)*	The Perkins Comprehensive Local Needs Assessment (CLNA) completed for the Topeka Region for FY25-26 identified HVAC as a program area with "too few concentrators for the job openings" (Q1, page 12). There were 45 Concentrators in AY2022, compared to 77 Annual Openings.
Justification for conditional approval: *(how will Perkins funds will be used to develop/improve the program)*	Program is already Perkins approved as a Cert B.
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)*	Yes

Carl D. Perkins Funding
Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

Signature of College Official _____ Date 3/18/25

Signature of KBOR Official _____ Date _____

Kansas Promise
Eligibility Request Form

CA-1d Form (2024)

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

Program Eligibility

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

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

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

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

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

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

Name of Institution	Washburn University Institute of Technology (WIT)
Name, title, and email of person responsible for Academic program	Chaz Havens, Assistant Dean, Instructional Services chaz.havens@washburn.edu
Name, title, and email of Financial Aid contact	Andy Fogel, Director, Student Financial Aid Andrew.fogel@washburn.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
47.0201	HVAC	High Demand	Cert A, Cert C, AAS	Fall 2025

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

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

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

Signature of College Official J. Scott Shorter Date 3/18/25

Signature of KBOR Official _____ Date _____

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

Matt Lindsey, President KICA
matt@kscolleges.org

Last updated: 3/7/2024

1/22/25 HVAC Advisory Committee Minutes

- Roll Call - 3:05pm
    - Kyndel Paulsen
    - Jacob Yost
    - Keven Ward (zoom)
    - Brit Hunsicker
    - Joey Selbach
    - Aaron Bisel
- Approval of previous minutes
- Old Business
    - Curriculum changes. Look at the grad plan, course outlines and discuss the option for an apprenticeship.
    - Open for discussion
        - Mat Romme had asked about if there would be a way to test into the second year if someone had prior field experience? (this was via phone conversation prior to the meeting)
        - No further discussion
    - Vote to approve the new course or maintain our current course.
        - Brit Hunsicker motioned to move forward with the new first year CERT A and second year CERT C/ apprenticeship
        - Aaron Bisel second
        - Unanimous
- New business
    - New Instructor: Mitch Nerem
    - Schedule days for advisory contractors to come visit the class as a whole
        - Will contact individually
    - Schedule Speed interviews. (Last week of February or first week of March) OJT option will start April 7th with the last course.
        - SAMCO is opting out of speed interviews
        - Wednesday February 26th for the speed interviews
- Meeting adjourned - 4:45pm

Program Innovation: Curriculum & Assessment Committee
February 25, 2025

I. Roll Call:

Name	Division	Present
Ali Setayesh	Technology	P
Ashley Tyler	Health Occupations	P
Chaz Havens	Curriculum & Instruction	
Corey Grame	Health Occupations	P
Crystal Raub	Student Services	
Darrin Dillingham	Transportation	
Ian Marples	Student Services	P
Jaime Fluke	Technology/Construction	P
James Robbins	Manufacturing	
Jennifer Ewing	Student Services	P
John Rasmussen	Manufacturing	P
Laura Keighley	Health Occupations	P
Lindsay Cubbage	Transportation	P
Marcus Dice	Construction	
Mandy Cox	Adult Education	
Marie Hall	Curriculum, Programs, Grants	P
Mattie Stevens	Academic Advising	P
Pam Masters	Curriculum & Instruction	
Paul Mallory	Technology	P
Steven Bryant-Collier	Student Services	
Teresa Beauclair	Health Occupations	
Tisha Prather	Institutional Research	P
Guests Present: Holly Broxterman, Chris Mullins, Cody Beauclair		

II. Adoption of the proposed agenda (Motion, Discussion, Action)

Discussion: Laura motioned to approve the agenda; Jaime seconded. Motion passed.

III. Approval of Minutes (Motion, Discussion, Action)

Discussion: Laura motioned to approve the agenda; Tisha seconded. Motion passed.

IV. Public Comments (Information)

V. Reports (Information ONLY)
   a. Divisions
      i. Technology
      ii. Healthcare
      iii. Human Services
      iv. Construction
      v. Manufacturing
      vi. Transportation

Discussion: Minimal reporting from divisions.

   b. Grants

Discussion: Marie reported that we received $110,000 in a JIIST grant to purchase an Anatomage Table for the Sim Lab. This will benefit all our healthcare programs.

We prepared and submitted 11 WWVP Grant applications. If approved, funds will be available July 1.

The 5-year WIOA RFP was submitted. This is the grant that funds our Adult Education program.

Be sure and submit your equipment needs to your Assistant Dean. These lists are used when creating next year's general fund budget, and when working on grant applications. See email from Assistant Dean for a deadline to submit request. Also noted that the Assistant Deans may request a quote and/or link to document item costs.

   c. Curriculum and Instruction

Discussion: The Hybrid Policy passed the Our Peoples & Processes committee. Dean Smathers has submitted to Provost Fritch.

Tippi has worked on Internship guidance and sample documents. Ready to host an ad hoc committee meeting.

   d. Student Services

Discussion: Mattie shared that Student Services is working on re-enrollment process. Schedules going out in April. Jennifer is handling all enrollment. Jennifer needs parts of term ASAP.

Ian shared that they have started admitting new students for Fall.

VI. Old Business (Motion, Discussion, Action)

VII. New Business (Motion, Discussion, Action)

   a. Review & update Council Charge

Discussion: Committee made some suggestions to the Council Charge. Those changes will be captured in a draft document that Marie will send out to all.

Ali commented that he would like to hear about the work of the other committees. Marie shared that leadership has discussed adding committee share time to the agenda for PD days. Ashley stated that would be helpful. Do not feel that committee reports are needed monthly.

Marie reminded everyone that Irene has created a Tech Calendar that lists all committee meetings.

b. CIP 51.0904 EMT: *Course Name Changes for Tiered Funding Status*
    i. EMS 120, EMT: Assessment & Medical Management of Patients
    ii. EMS 130, EMT: Assessment & Trauma Management of Patients & Special Populations

<u>Discussion</u>*: Corey provided an overview of the change. Laura motioned to approve; Paul seconded; motion passed.*

c. CIP 19.0709 Early Childhood; CIP 51.3901 Practical Nursing, & CIP 51.3801 ADN: *Course Code & Name Change – vote to ratify the change*
    i. Change required program course from:
    HCT 134 Human Growth & Development to HS 131 Human Development
    HS 131 Human Development is a School of Applied Studies course that was recently approved as a General Education course. This change will benefit students in completing their AAS.

    <u>Discussion</u>*: Marie explained that utilizing the School of Applied Studies course code will benefit students who complete the AAS. Laura motioned to approve; Ashley seconded; the motion passed.*

d. CIP 46.0201 Construction Technology: *Program Name change and revised curriculum to meet KBOR alignment*

    <u>Discussion</u>*: Chris Mullins provided an overview of curriculum changes. KBOR's program aligns with NCCER curriculum. Also working on alignment between KSDE secondary pathways and KBOR aligned programs. Removing Masonry course, adding Electrical Fundamentals course.*

    Laura motioned to approve; Ian seconded; the motion passed.

e. CIP 10.0303 Graphics Technology: *Creation of Cert A. Deactivate Cert C.*

    <u>Discussion</u>*: Jaime spoke to Graphics changes. Ian asked about alignment w/ WU programs. We shared that the School of Fine Arts will accept approx. 6-9 hours from our Graphics program. The Mass Media department waives the minor requirement. Reducing the Graphics program from a Cert C to a Cert A eliminates credit hours that don't benefit students who transfer to WU. The Graphics Advisory Committee stated that the credit hours are immaterial to them. Their focus is on students obtainment of industry credentials, as well as the quality of the student portfolio.*

    Laura motioned to approve; Ashley seconded; the motion passed.

f. CIP 47.0201 HVAC: *Creation of Cert A and Cert C. Deactivate Cert B.*

    <u>Discussion</u>*: Cody spoke to the changes. The current Cert B is 2 credit hours shy of a Cert C. The new program will focus on residential HVAC in Year 1 with a Cert A exit point. Students who*

complete the second year will receive more advanced residential training as well as commercial HVAC training.

Paul motioned to approve; Laura seconded; the motion passed.

VIII. Adjournment

Take the first step in faith. You don't have to see the whole staircase. Just take the first step.
– Martin Luther King, Jr.

Marc B. Fried
General Counsel and
Secretary to the Board of Regents
785.670.1712
marc.fried@washburn.edu

March 18, 2025

Ms. April Henry
Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson Street
Suite 520
Topeka, KS 66612-1368

RE: Washburn University Board of Regents
Confirmation of action taken by Board

Dear Ms. Henry,

The undersigned, as the Secretary of the Washburn University Board of Regents, hereby confirms that the Board voted unanimously to approve the following revisions to programs at Washburn Institute of Technology at its board meeting on March 13, 2025.

1. Business Bookkeeping & Accounting – Addition of a Certificate A and deletion of Certificate C.
2. Engineering Drafting & Design – Addition of Certificate A and B options.
3. Graphics Technology – addition of a Certificate A and deletion of Certificate C.
4. Heating Ventilation and Air Conditioning (HVAC) – addition of a Certificate A and C and deletion of Certificate B.
5. Industrial Machine/Maintenance Technology – addition of a Certificate A.

The members of the Board who were present and voted on the item were: Shelly Buhler, John Dietrick, John Dicus, Jake Fisher, Linda Jeffrey, John Nave, Michael Padilla and Jennifer Sourk.

Sincerely,

Marc B. Fried
General Counsel and Secretary
to the Board of Regents

Revised January 2018, July 2024

CA2a Program Revision Application

Program Comparison Chart

Name of Institution Washburn University Institute of Technology

List all courses in Current Program below. *Note the courses to be changed with an * before the course*		List all courses in the Revised Program below. *Note the NEW courses with ** before the course*	
Current Program Title: **HVAC Cert B**		Proposed Program Title: **HVAC Cert A**	
Current Program Courses	Number of Credits	Proposed Program Courses	Number of Credits
*CEC 105 Workplace Skills	1	**CEC 111 Intro to HVACR	3
*CEC 110 Safety Orientation/OSHA 10	1	CEC 115 Electrical Fundamentals	4
CEC 115 Electrical Fundamentals	4	**CEC 120 Heating System Fundamentals	4
*CEC 118 Electrical Fundamentals II	2	CEC 105 Workplace Skills	1
*CEC 120 Heating System Fundamentals	3	CEC 205 HVAC Fundamentals	5
*CEC 123 Adv Electrical Theory for HVAC	3	CEC 210 EPA 608	1
*CEC 126 Advanced Heating Systems	3	**CEC 212 HVAC Installation	3
*CEC 135 Sheet Metal Fabrication I	3	**CEC 214 HVAC Service & Diagnostic	3
*CEC 205 HVAC Fundamentals	4		
*CEC 207 Heating System Installation	3		
CEC 210 EPA 608	1		
*CEC 215 Intro Mechanical Refrigeration	4		
*CEC 225 Heat Pumps	3		
*CEC 230 Commercial HVAC	4		
*CEC 235 Commercial HVAC Lab	4		
Total Credits in Current Program	43	Total Credits in Revised Program	24

Signature of College Official _____ Date 3/18/25

Signature of KBOR Official _____ Date _____

Submit the completed CA2a application and supporting documents as a PDF included in the CA2 completed application packet.

Revised January 2018, July 2024

CA2a Program Revision Application

Program Comparison Chart

Name of Institution Washburn University Institute of Technology

List all courses in Current Program below. *Note the courses to be changed with an * before the course*		List all courses in the Revised Program below. *Note the NEW courses with ** before the course*	
Current Program Title: **HVAC Cert B**		Proposed Program Title: **HVAC Cert C**	
Current Program Courses	Number of Credits	Proposed Program Courses	Number of Credits
*CEC 105 Workplace Skills	1	**CEC 111 Intro to HVACR	3
*CEC 110 Safety Orientation/OSHA 10	1	CEC 115 Electrical Fundamentals	4
CEC 115 Electrical Fundamentals	4	**CEC 120 Heating System Fundamentals	4
*CEC 118 Electrical Fundamentals II	2	CEC 105 Workplace Skills	1
*CEC 120 Heating System Fundamentals	3	CEC 205 HVAC Fundamentals	5
*CEC 123 Adv Electrical Theory for HVAC	3	CEC 210 EPA 608	1
*CEC 126 Advanced Heating Systems	3	**CEC 212 HVAC Installation	3
*CEC 135 Sheet Metal Fabrication I	3	**CEC 214 HVAC Service & Diagnostic	3
*CEC 205 HVAC Fundamentals	4	CEC 215 Intro to Mechanical Refrigeration	6
*CEC 207 Heating System Installation	3	**CEC 225 Heat Pumps & VRF	6
CEC 210 EPA 608	1	CEC 230 Commercial HVAC Level 1	6
*CEC 215 Intro Mechanical Refrigeration	4	**CEC 235 Commercial HVAC Level 2	6
*CEC 225 Heat Pumps	3		
*CEC 230 Commercial HVAC	4		
*CEC 235 Commercial HVAC Lab	4		
Total Credits in Current Program	43	Total Credits in Revised Program	48

Signature of College Official _____ Date 3/18/25

Signature of KBOR Official _____ Date _____

Submit the completed CA2a application and supporting documents as a PDF included in the CA2 completed application packet.

Revised January 2018, July 2024

CA2a Program Revision Application

Program Comparison Chart

Name of Institution Washburn University Institute of Technology

List all courses in Current Program below. *Note the courses to be changed with an * before the course*		List all courses in the Revised Program below. *Note the NEW courses with ** before the course*	
Current Program Title: **HVAC** **Associate of Applied Science (AAS)**		Proposed Program Title: **HVAC** **Associate of Applied Science (AAS)**	
Current Program Courses	Number of Credits	Proposed Program Courses	Number of Credits
*CEC 105 Workplace Skills	1	**CEC 111 Intro to HVACR	3
*CEC 110 Safety Orientation/OSHA 10	1	CEC 115 Electrical Fundamentals	4
CEC 115 Electrical Fundamentals	4	**CEC 120 Heating System Fundamentals	4
*CEC 118 Electrical Fundamentals II	2	CEC 105 Workplace Skills	1
*CEC 120 Heating System Fundamentals	3	CEC 205 HVAC Fundamentals	5
*CEC 123 Adv Electrical Theory for HVAC	3	CEC 210 EPA 608	1
*CEC 126 Advanced Heating Systems	3	**CEC 212 HVAC Installation	3
*CEC 135 Sheet Metal Fabrication I	3	**CEC 214 HVAC Service & Diagnostic	3
*CEC 205 HVAC Fundamentals	4	CEC 215 Intro to Mechanical Refrigeration	6
*CEC 207 Heating System Installation	3	**CEC 225 Heat Pumps & VRF	6
CEC 210 EPA 608	1	CEC 230 Commercial HVAC Level 1	6
*CEC 215 Intro Mechanical Refrigeration	4	**CEC 235 Commercial HVAC Level 2	6
*CEC 225 Heat Pumps	3	EN 101 Introductory College Writing	3
*CEC 230 Commercial HVAC	4	MA 112 Contemporary College Mathematics or higher	3
*CEC 235 Commercial HVAC Lab	4	9 hrs of additional general education courses from three areas, three disciplines	9
EN 101 Introductory College Writing	3		
MA 112 Contemporary College Mathematics or higher	3		
9 hrs of additional general education courses from three areas, three disciplines	9		
Electives needed to reach 60 hours	2		
Total Credits in Current Program	60	Total Credits in Revised Program	63

Signature of College Official _____ Date 3/18/25

Signature of KBOR Official _____ Date _____

Submit the completed CA2a application and supporting documents as a PDF included in the CA2 completed application packet.