HLC Accreditation Evidence

Title: KBOR Program Alignment Process

Office of Origin: Vice President

Document Summary:

What is Program Alignment?

One of the initiatives underway by the Post-Secondary Technical Education Authority (TEA) to enhance technical education in our state is the alignment of specific technical programs. This project is driven by the needs of business and industry in the state. Groups of business leaders are convened by the Kansas Department of Commerce and the Kansas Board of Regents with participation by program advisory committee members from our colleges to essentially "map" a preferred outcome for an occupational category.

The purposeful outcomes of the project include:

a) Allow business and industry to identify value-added exit points within programs,

b) Identify and support student acquisition of nationally recognized 3rd party industry credentials.

c) Identify common courses that can serve as a bridge for articulation opportunities.

d) Decrease the variability in program length.

RESOURCES
- Flowchart of Program Alignment Process (pdf)
- Detailed Description of Program Alignment Process (pdf)
- Program Alignment List of Approved Credentials (June 2014) (pdf)
- Program Alignment Handbook (pdf)

Program Alignment Process

Prior to Phase I
Kansas Department of Commerce and Kansas Board of Regent staff select program areas for alignment once or twice annually based on specific criteria (e.g. number and length of programs, existence on an industry recognized third party credential).

Phase I – Research & Validate Industry Standards
- KBOR staff seeks names of employees, that, in addition to local advisory board members, hire entry level employees with the skills taught by the program area to be aligned
- KBOR staff researches and compiles existing business and industry standards, program accreditation requirements, nationally recognized third party industry credentials, etc.
- KBOR staff established and meets with State Business and Industry Committee comprised of employers and local advisory board members. This committee shall:
  - ✓ Recommend and validate entry-level competencies, industry standards and certifications and/or credentials for the program area
  - ✓ Recommend appropriate program accreditation (if applicable)
  - ✓ Recommend value-added exit points from educational program
  - ✓ Identify specific occupations for which the program would be preparing graduates
  - ✓ Recommend equipment, facilities, instructor qualifications, etc. (optional)

Phase II – Program & Course Alignment
- KBOR staff requests names of program content experts from institutional administrators to represent the program to be aligned (this group may include colleges planning to start a program in the occupational area, however, such individuals serve as observers)
- KBOR staff establishes State Curriculum Committee (one or more representatives from each institution offering the program)

State Curriculum Committee Meeting
The state Curriculum Committee will meet to review the recommendations set forth by the Business and Industry Committee and to:

- ✓ Identify and/or create common courses consisting of essential skills and competencies required of entry-level employees. These common courses may also satisfy 'potential' articulation and transfer between secondary and postsecondary partners
- ✓ Identify competencies and skills required to support the value-added exit points, if they exists
- ✓ Identify resource needs at each college to implement the alignment map
- ✓ Identify overall program length with consideration for institutional and regional flexibility, external constraints and Business and Industry needs
- ✓ Identify program accreditation (if applicable), end-of-program certification and/or assessment exam(s), and eligibility requirements for obtainment of third party industry recognized credentials

Business and Industry Review
KBOR staff will submit the proposed Program Alignment Map created by the state Curriculum Committee to the original Business and Industry Committee for review, and request endorsement

Administrative Review
Proposed program alignment map is submitted to institutions that have the specific program for a formal comment period.

14-*Day Presidential Comment Period*
Proposed program alignment map is submitted to all institutional presidents for a 14-day formal comment period.

Phase III – Approval of Newly Aligned Program

- KBOR staff submits the proposed program alignment map to the Technical Program & Curriculum Sub-Committee of the Kansas Postsecondary Technical Education Authority for review and recommendation of approval and placement on the TEA discussion agenda at their next regularly scheduled meeting
- The Sub-Committee presents the proposed program alignment map to the TEA for discussion with a recommendation of approval
- KBOR staff submits the proposed program alignment map to the Board of Academic Affairs Standing Committee (BAASC) of KBOR with a recommendation of placement on the KBOR discussion agenda at their next regularly scheduled meeting
- KBOR staff submits the proposed program alignment map to KBOR for approval

Phase IV – Implementation

- KBOR staff denotes alignment process as completed by placing KBOR approved alignment on the KBOR website
- Institutions have one year following approval by KBOR to implement the aligned program and may request an extension
- Institutions submit changes reflecting the implementation of aligned programs on the program inventory systems as a program modification

Phase V – Standard Revision Process

- State faculty committees meet to determine any necessary revisions and/or issues and make recommendations for improvements
- Recommended revisions are forwarded to and reviewed by the state Business and Industry Committee
- Revisions recommended by the Curriculum Committee and endorsed by the Business and Industry Committee are submitted to the Technical Program & Curriculum Sub-Committee of the Kansas Postsecondary Technical Education Authority for review and recommendation of approval and placement on the TEA discussion agenda at their next regularly scheduled meeting
- The Sub-Committee presents the proposed program alignment map to the TEA for discussion with a recommendation of approval