



**Higher Learning Commission**  
A commission of the North Central Association

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July 27, 2011

Dr. Jerry B. Farley  
President  
Washburn University of Topeka  
1700 SW College Avenue  
Topeka, KS 66621-0001

Dear President Farley:

The progress report you submitted to our office has now been reviewed. A staff analysis of the report is enclosed.

On behalf of the Commission, I accept the report on implementation of affiliation with Kaw Area Technical School. No further reports are required. The institution's next comprehensive evaluation is scheduled for 2018 - 2019.

I am also enclosing a copy of the institution's Statement of Affiliation Status, which reflects the actions I have taken on behalf of the Commission. If you have any questions about this analysis or any other evaluation matters, please let me know. I can be reached via email at [rappleson@hlcommission.org](mailto:rappleson@hlcommission.org) or by voice at (800) 621-7440 x 122.

Sincerely,

*Robert R. Appleson*

Robert R. Appleson,  
Vice President for Accreditation Relations

Enclosures



**STAFF ANALYSIS OF INSTITUTIONAL REPORT**

DATE: July 18, 2011

STAFF: Robert R. Appleson

REVIEWED BY: Katherine C. Delaney

INSTITUTION: Washburn University of Topeka, Topeka, KS

EXECUTIVE OFFICER: Jerry B. Farley, President

PREVIOUS COMMISSION ACTION RE: REPORT: A progress report due on 7/1/11 focused on implementation of affiliation with Kaw Area Technical School.

ITEMS ADDRESSED IN REPORT: The office of the Commission received Washburn University of Topeka's report on the above topic on 6/15/11.

STAFF ANALYSIS: Washburn University hosted a comprehensive visit in May 2008. In addition to the regular comprehensive review, the team reviewed the University's change request to absorb Kaw Area Technical School (KATS) and to offer instruction on the KATS site.

The comprehensive visit team recommended approval of the University's request with the following rationale:

*The team finds that the proposed association between Kaw Area Technical Center and Washburn University is an affiliation that is mutually desired. Personnel from both institutions and participating area school districts are enthusiastic about the joining of KATS with Washburn. Planning to facilitate the affiliation has been effectively conducted. The articulation agreements and program alignments from previous years speak well for the proposed change. While the affiliation is a positive step, the team nevertheless concludes that a follow-up report is desirable to ascertain the extent of the affiliation's successful implementation. The team finds that Washburn University has provided sufficient evidence to indicate that the affiliation with KATS will provide new and expanded educational opportunities for the Topeka area and beyond.*

At the same time, the team recommended this progress report:

*While the affiliation is a positive step, the team nevertheless concludes that a follow-up report is desirable to ascertain the extent of the affiliation's successful implementation. Washburn shall report on the stability of KATS income, how the assessment of student learning has been incorporated into the Washburn assessment program, the transition of faculty to Washburn employment, and the effectiveness of the new administrative structure.*

The institution's name was formally changed to Washburn Institute of Technology, also known as Washburn Tech.

## Stability of KATS Income

The progress report noted the factors that account for stable income for Washburn Tech:

- stable participation by K-12 partners;
- state support for technical education;
- stable and relevant programs that are able to attract, retain and graduate students;
- continuing education initiatives; and
- strategic management of program development.

The progress report gave detailed information about each of these factors. In addition, the enrollment at Washburn Tech has increased, as the following table indicates:

	Fall 2008	Fall 2009	Fall 2010
Secondary	314	293	293
Postsecondary	327	416	565
Total	641	709	858

A summary of the budget for the Washburn Institute of Technology is the following:

	2007-08	2008-09	2009-10	2010-11
<b>Revenues</b>				
Sub-total E&G	\$ 5,923,341	\$ 6,117,270	\$ 6,123,415	\$ 6,161,362
Reserve Funds – E&G	\$ 3,706,324	\$ 1,640,000	\$ 1,500,000	\$ 1,500,000
Total Revenues	\$ 9,629,665	\$ 7,757,270	\$ 7,623,415	\$ 7,661,362
<b>Expenditures</b>				
Sub-total E&G	\$ 6,936,785	\$ 7,007,270	\$ 6,873,415	\$ 6,911,362
Reserve Fund – E&G	\$ 2,692,880	\$ 750,000	\$ 750,000	\$ 750,000
Total Expenditures	\$ 9,629,665	\$ 7,757,270	\$ 7,623,415	\$ 7,661,362

Actual general fund results for the last two years were the following:

	Budget FY10	Actual FY10		Budget FY11	Actual As of 7/7/11 FY11		Budget FY12
<b>Beginning Reserves</b>		\$ 3,617,530			\$ 3,369,559		
<b>Total Revenues</b>	\$ 6,123,415	\$ 6,516,344		\$ 6,161,362	\$ 6,729,984		\$ 6,836,523
<b>Budgeted Use of Reserves</b>	\$ 1,500,000	-		\$ 1,500,000	-		\$ 775,000
	\$ 7,623,415	\$ 6,516,344		\$ 7,661,362	\$ 6,729,984		\$ 7,611,523
<b>Total Expenditures</b>	(\$ 6,873,415)	(\$ 5,868,424)		(\$ 6,911,362)	(\$ 6,020,295)		(\$ 6,861,523)
<b>Regent's Contingency</b>	(\$ 750,000)	-		(\$ 750,000)	-		(\$ 750,000)
	(\$ 7,623,415)	(\$ 5,868,424)		(\$ 7,661,362)	(\$ 6,020,295)		(\$ 7,611,523)
<b>Allocation of Reserves to Capital Projects</b>		(\$ 895,891)					
<b>Ending Reserves</b>		\$ 3,369,559			\$ 4,079,248		

The progress report provided the following rationale regarding the reserve funds of Washburn Tech:

*When Washburn Tech affiliated with Washburn University the decision was made to end the budgeting of all reserves as revenue and to move the vast majority of the reserves into a reserve pool which is consistent with the budgeting guidelines employed by Washburn University. The reserves utilized as revenue have been gradually drawn down to the current level of \$1,500,000 and will be drawn down to \$750,000 in FY12 where they will remain. The remaining reserves have been moved into a separate account and are no longer reported as revenue.*

*Between FY10 and FY11, revenue funds decreased from participating secondary institutions, state aid, interest on investments, and Perkins grant funds. The majority of these decreases were a direct result of the poor economic conditions within the state and the nation. However, a significant increase in tuition from increased enrollment offset these revenue reductions.*

### How Assessment Has Been Incorporated into the Washburn Program

The assessment of student learning on both campuses continues to be integrated. The curriculum review and academic program structure is appropriate to Washburn Tech and compatible with the structure in place within the various academic units of Washburn University. The position of Associate Dean for Curriculum Instruction was created at Washburn Tech. This person has primary responsibility for ensuring that academic standards are maintained, assessment plans are in place, and curriculum development is strategic. In addition, a Curriculum Committee with representation from all programs has been established to maintain academic standards and to ensure the review process is consistent.

Washburn University's assessment effort is guided by the university assessment committee. The membership of this committee was changed to include a representative of Washburn Institute of Technology.

Analysis of the two institutional assessment plans indicated to personnel from both institutions that fundamental tenets of Washburn University's Assessment Program are implemented in the assessment of student learning at Washburn Tech. At both institutions, programs have clearly stated student learning outcomes, have aligned methods of assessment to these learning outcomes, are collecting data according to an approved assessment calendar, and are completing an analysis of assessment results to ensure continuous improvement.

### Transition of Faculty to Washburn Employment

Prior to the affiliation deadline, Washburn Tech instructors and classified staff were given the options of:

- (1) remaining with the USD 501 P-12 school district,
- (2) retiring, or
- (3) transitioning to Washburn University employment.

Initially, 14 classified staff and 18 certified staff remained with USD 501. To date, an additional 7 employees have transferred from USD 501 to Washburn University, 6 employees have retired, and 6 employees have transferred to USD 501. Currently 3 USD 501 employees are on staff at Washburn Tech. The transition period ends June 30, 2012, at which time all Washburn Tech staff will either be Washburn University employees or will have returned to the school district.

A representative from Washburn Tech now serves on the University Staff Council, which is the advisory body to the office of the President on matters affecting eligible administrative and classified

employees.

### Effectiveness of the New Administrative Structure

The Director of the technical institute was given the title of Dean and now reports to the Washburn University VPAA, establishing a reporting structure, which mirrors the existing Washburn academic reporting structure.

Oversight of Washburn Tech is provided by the Washburn University Vice President for Academic Affairs who is responsible for maintaining the fiscal and academic integrity of all academic units reporting to the President and the Washburn Board of Regents. The Washburn Institute of Technology Dean meets regularly with the Vice President and participates in the meetings of the Washburn University academic leaders. In addition, a member of the Washburn University Board of Regents serves as a liaison to Washburn Tech and has been charged with the responsibility of informing the remaining members of the Board about Washburn Tech initiatives.

Washburn University has implemented approved business practices at Washburn Tech in the areas of facilities services, campus police, budgeting, and finance (including technology, capital improvements, information systems, etc).

### Planning for the Future

In 2010, the Washburn University Board of Regents approved a strategic plan that articulated initiatives to move the institutions to the next stage of affiliation:

- Work force development
- Expanded opportunities for students to matriculate from Washburn Tech programs to Washburn University degree programs
- Continued curriculum alignment
- Consideration of the implementation of an associate degree option for additional existing and future certificates

The strategic goals of Washburn Tech are aligned with the Washburn University strategic plan:

*Goal 1: By 2012 increase enrollment to 1500 FTE in career programs over current (Fall 09) (overall including day, evening etc)*

*Goal 2: All programs by 2012 will have curriculum offered in an online format in order to develop flexible, non-traditional schedules that include evenings, weekends and summers.*

*Goal 3: By 2012 our programs will be revised, relevant and responsive the needs of our communities.*

The strategic plan for Washburn Tech attached to the progress report articulated the action items, criteria, actions taken and responsibility for each of these goals.

Staff comment: The progress report submitted by Washburn University gives strong evidence of the successful implementation of the affiliation of the University with Kaw Area Technical School, now the Washburn Institute of Technology. The University is commended both for a strong report and for a strong beginning of the affiliation with Washburn Tech.

STAFF ACTION: Accept the report on implementation of affiliation with Kaw Area Technical School. No further reports are required. The institution's next comprehensive evaluation is scheduled for 2018 - 2019.

## STATEMENT OF AFFILIATION STATUS

WASHBURN UNIVERSITY OF TOPEKA  
1700 SW College Avenue  
Topeka, KS 66621-0001

*Affiliation Status:* Candidate: Not Applicable  
Accreditation: (1913- .)

PEAQ PARTICIPANT

### Nature of Organization

*Legal Status:* Public  
*Degrees Awarded:* A, B, M, S, D

### Conditions of Affiliation:

*Stipulations on Affiliation Status:* None.

*Approval of New Additional Locations:* Prior Commission approval required.

*Approval of Distance and Correspondence Courses and Programs:* New Commission policy on institutional change became effective July 1, 2010. Some aspects of the change processes affecting distance delivered courses and programs are still being finalized. This entry will be updated in early 2011 to reflect current policy. In the meantime, see the Commission's Web site for information on seeking approval of distance education courses and programs.

*Reports Required:* None.

*Other Visits Scheduled:* None.

### Summary of Commission Review

*Year of Last Comprehensive Evaluation:* 2007 - 2008  
*Year for Next Comprehensive Evaluation:* 2018 - 2019  
*Date of Last Action:* 02/21/2011

### *Name Change:*

Washburn College to Washburn Municipal University (1941) to Washburn University of Topeka (1952)

### *Academy Participation:*

Participating in the Academy for Assessment of Student Learning.