

**Board of Regents Meeting  
Agenda  
Kansas Room, Memorial Union  
Thursday, 9/27/2012  
3:00 - 6:00 PM CT**

**I. Call to Order**

**II. Roll Call**

- A.**  
Mr. Bunten  
Mr. Klausman  
Mr. Lykins  
Mr. McGivern  
Mrs. Parks  
Mr. Sneed  
Mrs. Sourk  
Mr. Storey  
Mrs. Trusdale

**III. Approval of Minutes of past meeting(s)**

- A. Board of Regents July 18, 2012 Meeting Minutes**  
*July 18, 1012 Board of Regents Minutes - Page 3*

**IV. Officer Reports**

- A. Chair's Report**  
**B. President's Report**  
**C. Committee Report(s)**  
    **1. Audit Committee**  
**D. Treasurer's Report**

- 1. Liquidated Claims Approval - July 2012**  
        *Liquidated Claims - July 2012 - Page 8*  
    **2. Liquidated Claims Approval - August 2012**  
        *Liquidated Claims - August 2012 - Page 9*

**V. New Business**

- A. Consent Agenda**  
    **1. Faculty/Staff Personnel Actions, Washburn University**  
        *Faculty/Staff Personnel, Washburn University - Page 10*  
    **2. Designate Linda Croucher as Associate Professor Emeritus**  
        *Designate Linda Croucher Associate Professor Emeritus - Page 11*  
    **3. Personnel Actions, Washburn Institute of Technology**  
        *Personnel Actions, Washburn Institute of Technology - Page 12*  
    **4. Corporation for Public Broadcasting (CPB) Diversity Eligibility**  
        *KTWU - Diversity Eligibility - Page 13*

**B. Action Items**

**1. Curricular Oversight of Specified Associate of Applied Science and Certificate Programs**

*Oversight of Specified Associate of Applied Science at Washburn Institute of Technology - Page 15*

**2. University Health Programs' Plan Renewal**

*University Health Plan Renewal - Page 47*

*Health Insurance Rates - Page 48*

**3. Renewal of Insurance Policies**

*Renewal of Insurance Policies - Page 49*

*Insurance Policies Renewal Attachment - Page 50*

**4. Midwest Training Center for Climate and Energy Controls Technology**

*Washburn Institute of Technology, Midwest Training Center - Page 52*

**5. Purchase of Simulator for School of Nursing**

*School of Nursing Simulator - Page 53*

**6. AT&T Phone System Maintenance Agreement**

*AT&T Phone System Maintenance - Page 54*

**7. Standby Power for WARN System at KTWU - Project FS-68944**

*Standby Power for WARN System at KTWU - Page 55*

**8. Real-Time PCR Instrumentation to Support WU Forensic Chemical Science Program**

*PCR Support for Forensic Chemical Science Program - Page 56*

**9. Trace Comparison Microscope for WU Forensic Chemical Science Program**

*Trace Comparison Microscope for Forensic Chemical Science Program - Page 58*

**C. Information Item(s)**

**1. Report of Purchases between \$25,001 and \$50,000**

*Purchases between \$25,001 and \$50,000 - Page 59*

**2. Summary of Academic Year 2011-2012 Program Review**

*Program Review Summary for Academic Year 2012 - Page 61*

**3. Presentations**

**a. Risk Management**

**b. College of Arts and Sciences**

**D. 6:30 p.m. Dinner in the "W" Room, Memorial Union**

**WASHBURN UNIVERSITY OF TOPEKA**  
**BOARD OF REGENTS**  
**MINUTES**  
**July 18, 2012**

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**I. Call to Order**

Chairperson Klausman called the meeting to order at 4:01 p.m. in the Kansas Room of the Memorial Union on the Washburn University campus.

**II. Roll Call**

Present were: Mr. Klausman, Mr. Lykins, Mr. McGivern, Mrs. Parks, Mr. Sneed, Ms. Sourk, and Mrs. Trusdale.

**III. FY 2013 Public Budget Hearing**

Chairperson Klausman opened the public budget hearing. As there were no registered speakers, Chairperson Klausman requested any others that wish to speak come forward. As no speakers came forward to speak to the proposed budget, Chairperson Klausman declared the public budget hearing closed.

**IV. Approval of Minutes of the May 1, 2012 meeting.**

It was moved and seconded to approve the Minutes of the May 1, 2012 meeting. Motion passed.

Regent Buntzen arrived at 4:04 p.m.

**V. Officer Reports**

**A. Chair's Report**

**1. Committee Assignments**

Chairperson Klausman announced Board committee assignments as follows:

Budget and Finance Committee: Regent Sneed (Chair), Regent Lykins, Regent Trusdale and Regent McGivern.

Audit Committee: Regent Sourk (Chair), Regent Parks and Regent Storey.

Presidential Assessment Committee: Regent Parks (Chair), Regent Sneed and Regent Klausman.

Regent Sneed will continue to serve as the Liaison to the Washburn Institute of Technology.

**B. President's Report**

President Farley welcomed new Regent John McGivern. Dr. Farley announced Move-In day will be August 16<sup>th</sup> and Convocation will be held on August 20<sup>th</sup>, 2012. He said a good class is anticipated for the coming fall semester and that enrollment is on par with last year.

**C. Committee Report(s)**

There were no committee reports.

**D. Treasurer's Report**

It was moved and seconded to accept the Treasurer's Report, **1. Liquidated Claims Approval - June 2012**. Motion passed.

**VI. New Business**

**A. Consent Agenda**

It was moved and seconded to approve the Consent Agenda. Motion passed.

As approved by action of the Board:

**1. Faculty/Staff Personnel Actions**

Stephen Spyres stepping down as Acting Chair Field Practicum effective August 1, 2012; promote Tonya Kowalski and Amy Westbrook to Professors, School of Law at annual salaries of \$113,005 and \$121,773 respectively; Judith McConnell-Farmer stepping down as Interim Chair, Education; Harrison Watts to serve as Acting Chair, Criminal Justice & Legal Studies for Fall 2012 at an annual salary of \$57,815; Donna LaLonde hired as Interim Chair, Education at an annual salary of \$101,708; Kathy Hunt hired as Interim Director, Teacher Education at an annual salary of \$57,743; Mark Kaufman hired as Chair, Social Work at an annual salary of \$94,800; and, Nancy Tate, Assoc. VPAA, added duties of Interim Dean, School of Applied Studies during Summer 2012.

**B. Action Items**

**1. 2012-2013 Board of Regents Meeting Dates**

Regent Lykins reported a potential conflict with the September Board date. No other conflicts were reported. Motion was made and seconded to approve Board meeting dates for fiscal year 2013. Motion passed.

## **2. Expansion of Wireless Networking for On-campus Housing**

Vice President of Administration and Treasurer Rick Anderson presented the item for approval. Motion was made and seconded to approve. Motion passed.

## **3. Exclusive Beverage Pouring Rights and Food/Snack Vending Services**

Vice President of Administration and Treasurer Rick Anderson presented the item for approval. Motion was made and seconded to approve. Motion passed.

## **4. Contracted Services with Pinegar, Smith & Associates, Inc.**

President Farley recommended the approval of a new contract to retain the services of Pinegar, Smith & Associates, Inc. as the governmental relations firm to represent Washburn University in fiscal year 2013. Chairperson Klausman and Regent Sneed announced a conflict of interest and abstained from the vote. Motion was made and seconded to approve the contract with Pinegar, Smith & Associates, Inc. Motion passed.

## **5. New Washburn School of Law Building**

President Farley discussed the national and international recognition of the Washburn University School of Law and the interest in maintaining the excellence of the world class law program at Washburn. Dr. Farley stated the School of Law building is over 50 years old and has been through many changes but reported it no longer meets the current and future needs of the school. Dr. Farley said the recruitment of new faculty and new students is very important to the continued success of the law school, and to recruit those future faculty and students facilities are equally important.

Thomas Romig, Dean of the School of Law, spoke to the space needs of the School of Law and the discussions among students, faculty and alumni of the need for more space that began in 2007. He stated a site visit from the American Bar Association in 2008 raised the issue of space and the next site visit is 2015. He reported a committee was created at the School of Law to discuss the needs and wishes for a new or renovated space and then the Board approved a charette process for determining what the new or renovated space for the School of Law should include.

Regent Parks stated she looks forward to a new state-of-the-art building but raised concerns about the decline in law school admission applications. Dean Romig stated admission applications are in the low part of the cycle and law school applications are down nationally, but there is little space in the School of Law currently to grow as the cycle of admissions returns to higher levels as has been seen in the past. Because of this timing, he said it is the time to begin the process to grow. He also stated the new Centers of Excellence at the School of Law have no dedicated space; and the new

January entrance program is extremely popular which will bring back more students to Washburn University.

Regent Lykins discussed the need of a new School of Law building and stated he believes there is student and alumni support.

Rick Anderson, Vice President for Administration and Treasurer, introduced the proposed financing plan for the new law building. Mr. Anderson introduced a representative from SHW Architectural Group, who gave a presentation of the conceptual design of the proposed new building to house the School of Law.

Dr. Farley discussed the funding mechanism for the proposed new building at the corner of 21<sup>st</sup> and Washburn and stated it would be a landmark for Washburn University and the City of Topeka. The estimated cost for the project he said is \$40 million with \$20 million to be raised through the Washburn University Foundation and the other \$20 million to be financed. There was further discussion on the financing plan and proposed debt.

Regent Sourk asked if there would be an impact on tuition outside of those in the School of Law, to which Dr. Farley said the proposal does not include a tuition increase for those inside or outside the School of Law. There was additional discussion on the timeline for the fundraising and the building phase of the project.

A motion was made and seconded to approve the financing plan and to move forward with fundraising and the continuation of SHW Architectural Group to start preliminary design for the new Washburn Law School Project. Motion passed.

## **6. Campus Master Plan for Washburn University and Washburn Institute of Technology**

Rick Anderson, Vice President for Administration and Treasurer, presented the item. He stated three firms were interviewed and all are very well established and have significant experience in higher education projects. Mr. Anderson recommended hiring Sasaaki, who would be working with Bartlett and West.

Motion was made and seconded to approve. Motion passed.

### **C. Information Item(s)**

#### **1. Welcome Center Update**

Vice President for Administration and Treasurer, Rick Anderson, presented the new conceptual design for the Morgan Welcome Center.

#### **2. Report of Purchases between \$25,001 and \$50,000**

Chairperson Klausman stated the report was in the materials and asked for questions. There were no questions or comments.

### **3. Strategic Plan Year Two Update**

Chairperson Klausman stated the report was in the materials and asked for questions. There were no questions or comments.

Meeting was adjourned at 5:09 p.m.

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Lisa R. Jones  
Secretary, Board of Regents

## Agenda Item No. IV. D. 1. Washburn University Board of Regents

**SUBJECT:** Liquidated Claims Approval – July 2012

**DESCRIPTION:** Attached is the list of claims processed for the month of July, 2012 by fund, and a summary of all claims by fund is detailed below. The payroll claims will be presented to the Board of Regents for review at the September 27, 2012 meeting through the Chairperson.

To the best of my information and belief, I certify that the liquidated claims submitted in this transmittal are in compliance with all applicable laws and University policies.

\_\_\_\_\_  
Rick Anderson, Vice President for Administration & Treasurer

<b>WASHBURN UNIVERSITY</b>		<b>Total Claims</b>
<b>Fund #</b>	<b>Fund Name</b>	
1.	General Fund	\$1,509,415
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	313,824
4.	Endowment Fund	-0-
5.	Student Loan Fund	3,000
7.	Tort Claim Fund	2,336
8.	Restricted and Agency Fund	192,301
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	165,232
	Sub-Total	2,186,108
	Payroll	2,606,820
	Payroll Withholding ACH Transactions	2,259,558
	*Wire Transfers (Investments)	-0-
	<b>Total</b>	<b>\$7,052,486</b>

<b>WASHBURN INSTITUTE OF TECHNOLOGY</b>		
1.	General Fund	\$ 49,697
3.	Building and Construction Fund	-0-
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	433
13.	Government and Research Fund	99,884
	Sub-Total	150,014
	Payroll	198,461
	Payroll Withholding ACH Transactions	112,348
	<b>Total</b>	<b>\$460,823</b>

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Date

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Jerry B. Farley, President



## Agenda Item No. IV. D. 2. Washburn University Board of Regents

**SUBJECT:** Liquidated Claims Approval – August 2012

**DESCRIPTION:** Attached is the list of claims processed for the month of August, 2012 by fund, and a summary of all claims by fund is detailed below. The payroll claims will be presented to the Board of Regents for review at the September 27, 2012 meeting through the Chairperson.

To the best of my information and belief, I certify that the liquidated claims submitted in this transmittal are in compliance with all applicable laws and University policies.

\_\_\_\_\_  
Rick Anderson, Vice President for Administration & Treasurer

<b>WASHBURN UNIVERSITY</b>		<b>Total Claims</b>
<b>Fund #</b>	<b>Fund Name</b>	
1.	General Fund	\$14,567,632
2.	Debt Retirement & Construction Fund	154,034
3.	Building and Construction Fund	1,345,148
4.	Endowment Fund	-0-
5.	Student Loan Fund	4,250
7.	Tort Claim Fund	5,199
8.	Restricted and Agency Fund	253,371
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	502,533
	Sub-Total	16,832,167
	Payroll	2,480,352
	Payroll Withholding ACH Transactions	2,187,322
	*Wire Transfers (Investments)	-0-
	<b>Total</b>	<b>\$21,499,841</b>

<b>WASHBURN INSTITUTE OF TECHNOLOGY</b>		
1.	General Fund	\$ 219,083
3.	Building and Construction Fund	53,488
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	338
13.	Government and Research Fund	559,519
	Sub-Total	832,428
	Payroll	217,112
	Payroll Withholding ACH Transactions	115,386
	<b>Total</b>	<b>\$1,164,926</b>

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Date

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Jerry B. Farley, President

Agenda Item No. V. A. 1.  
Washburn University Board of Regents

SUBJECT: Faculty/Staff Personnel Actions, Washburn University

DESCRIPTION:

The following routine adjustments to specific salary lines must either be reported to the Board or approved by the Board.

Name	Position	Change	Financial Implications	Comments	Action
Nancy Tate	Interim Dean of the School of Applied Studies POSN 000323	Continuation of the AVPAA, Position #000574, acting as SAS Interim Dean	Annual salary of \$122,508.00 - #000574, plus \$5,000.00 per month as Interim Dean #000323	Search for next SAS dean is in process with the goal of naming the person by January 2013	Request Approval
Mary Beth Fund	Lecturer of Nursing POSN 000989	From .5 to 1.0; salary increase to \$50,000	Annual salary of \$30,000; plus increase of \$20,000 from KBOR grant funds	Existing line in FY13 at \$30,000	Information Only
Hillary Lolley	Radiographer Clinical Education Coordinator/ Lecturer POSN 000335	From 9 to 12 month	Annual salary of \$62,000; additional \$4,735 from adjunct pool, plus additional \$1,867 upon completion of master degree	Existing line in FY13 at \$59,132	Information Only
Justin Moss	Lecturer part-time of Philosophy POSN 000088	One year only; <u>title change</u> to Lecturer	Annual salary of \$18,000	Existing line in FY13	Information Only
Brandon Gillette	Lecturer part-time of Philosophy POSN 001008	One year only; <u>title change</u> to Lecturer	Annual salary of \$16,000; additional \$333 from POSN 000088, plus additional \$1,000 spring semester if PhD complete	Existing line in FY13 at \$16,667	Information Only
Russ Jacobs	Professor/ Chair of Philosophy POSN 000090	Took over as Chair after retirement of Harold Rood	Annual salary of \$93,071; includes \$2,000 administrative and \$5,357 coverage stipends from POSN 000088	Existing line in FY13 at \$85,714	Information Only
Dennis Schafers	Lecturer part-time of Nursing POSN 000260	<u>Title change</u> to Lecturer; salary increase to \$30,993	Annual salary of \$30,993; including increase of \$5,000 from KBOR grant funds	Existing line in FY13 at \$25,993	Information Only

RECOMMENDATION:

President Farley recommends approval of these personnel actions.

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Date

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Jerry B. Farley, President

**Agenda Item No. V. A. 2.**  
**Washburn University Board of Regents**

SUBJECT: Designate Linda Croucher as Associate Professor Emeritus

DESCRIPTION:

Linda's full-time service to Washburn University began in 1983 and concluded with her retirement on July 31, 2012; she will continue as an adjunct instructor beginning Fall 2012. She earned her Bachelor of Science from Pittsburg State University in 1985 and Master of Science from Kansas State University in 1987.

During her 29 years of service at Washburn University, Ms. Croucher has been the Director of Clinical Education for the Radiology program within the Allied Health Department. In this role she not only taught lecture, lab and clinical courses, she also served as the liaison with the community and hospitals for the radiology program. Her dedication to her role as liaison will be hard to match.

Ms. Croucher's service to the university, community and profession of radiologic technology is very impressive. She served the University on many committees and in the Faculty Senate during her tenure. She has held offices within her professional organization and in particular has served as an on-site accreditation evaluator for the Joint Review Committee on Education for Radiologic Technology. She also served as the advisor to two student groups: Lamda Nu Honor Society and the Radiologic Technology Student Organization.

Her commitment to students, the Allied Health Department, the University and the profession has been excellent and will be greatly missed.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

President Farley recommends the Board of Regents bestow the title "Associate Professor Emeritus" to Linda Croucher.

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Date

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Jerry B. Farley, President

Agenda Item No. V. A. 3.  
Washburn University Board of Regents

SUBJECT: Personnel Actions, Washburn Institute of Technology

DESCRIPTION:

The following routine adjustments to specific salary lines must either be reported to the Board or approved by the Board.

Name	Position	Change	Financial Implications	Comments	Action
Peggy Snook	Teacher, Nursing Assistant, Continuing Ed, Washburn Institute of Technology	Additional salary dollars needed to fill position at market range	Current budget is \$42,000; increase of \$8,000 needed for annual salary of \$50,000	Board Chair & Vice Chair have approved increase	Request ratification
Larry Newell	Teacher, Welding, Washburn Institute of Technology	New Position needed for increased enrollment	\$38,000 from Curriculum & Instruction budget		Request Board approval
Position Currently in Recruitment	Student Records Administrator, Washburn Institute of Technology	Reallocation of Office Assistant I (hourly) to Student Records Administrator (administrative)	Annual salary of \$25,682; additional \$8,818 is from Curriculum & Instruction Budget		Request Board approval

RECOMMENDATION:

President Farley recommends approval of these personnel actions.

\_\_\_\_\_  
Date

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Jerry B. Farley, President

## **Agenda Item No. V. A. 4.**

### **Washburn University Board of Regents**

**SUBJECT:** Corporation for Public Broadcasting (CPB) Diversity Eligibility

**BACKGROUND:**

The Television Community Service Grant (CSG) Diversity Eligibility Criteria became effective October 1, 2011. Beginning with CPB's FY 2013 (October 1, 2012), TV CSG Grantees must be in compliance with the Diversity Eligibility Criteria in order to be eligible for a TV CSG. KTWU CSG grant is valued at \$765,000.

**DESCRIPTION:**

Beginning with FY 2013, TV CSG recipients must annually certify that they have:

- Established a formal goal of diversity in their workforce, management and boards, including community advisory boards and governing boards having governance responsibilities specific to or limited to their broadcast stations
- Implemented policy initiatives to achieve that goal – three required actions plus one of four optional actions.
  - Establish a formal goal of diversity in the workforce, management and boards, including community advisory boards and governing boards having governance. This formal goal must be a codified; established written policy.
  - Reviewed with the station's governing board or licensee official those practices that are designed to fulfill the station's commitment to diversity and to meet the applicable FCC guidelines.
  - Completed an annual report of the organization's hiring goals, guidelines, employment statistics, and actions undertaken to satisfy the Diversity Eligibility policy, and post that report on the station's website.
  - All TV CSGs must do on an annual basis:
    - Implement formal diversity training programs for management and appropriate staff. Include individuals representing diverse groups in internships or work-study programs designed to provide meaningful professional level experience in order to reflect the diversity of the community and further public broadcasting's commitment to education.
    - Include qualified diverse candidates in any slate of candidates for elected governing boards that the grantee controls.
    - Implement a diversity training program for members of the organization's governing board of directors on an annual basis
    - Participate in minority or other diversity job fairs

All TV CSGs must maintain adequate documentation to demonstrate compliance with the TV CSG Diversity Eligibility Criteria for no less than 10 years after the CSG has been awarded. Examples are: written policy, Board resolutions adopting policy, Board meeting agendas and/or minutes, documentation of all annual actions.

FINANCIAL IMPLICATIONS:

Each TV CSG Grantee must be in full compliance with the TV CSG Diversity Eligibility Criteria before executing the FY 2013 CSG Agreement and Certification of Eligibility; and subsequently, every year each Grantee should complete all of its annual compliance requirements no later than September 30th. Non-compliance of the Diversity Criteria jeopardizes federal funding (approximately \$800,000) for KTWU.

RECOMMENDATION:

President Farley recommends approval and compliance of the Corporation for Public Broadcasting's Diversity Eligibility requirement.

\_\_\_\_\_  
Date

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Jerry B. Farley, President



**Agenda Item No. V. B. 1.**  
**Washburn University Board of Regents**

SUBJECT: Curricular Oversight of Specified Associate of Applied Science and Certificate Programs

DESCRIPTION:

As the Washburn University/Washburn Institute of Technology affiliation continues to evolve, so does the need to develop a focused, quickly adaptable pathway for students desiring to begin their postsecondary experience with a technical certificate on their way to completing an associate degree, a baccalaureate degree and beyond. The Washburn University Board of Regents awards all degrees based on curriculum established by each major academic unit. Currently, Washburn Institute of Technology students complete their certificate programs and then articulate blocks of technical coursework to associate degrees approved by the Washburn University Board of Regents and formally coordinated through the School of Applied Studies. In order to be competitive in terms of credit hours and focus, we want to offer our Associate of Applied Sciences (AAS) Degrees aligned with a more traditional AAS programs currently being offered through Kansas community and technical colleges. This proposal would formalize curricular oversight of the attached Associate of Applied Sciences degrees (Appendix A) and certificates (Appendix B) to Washburn Institute of Technology while retaining approval of these programs and degrees through the Vice President for Academic Affairs, President and Washburn University Board of Regents. The technical general education requirements appropriate to these Associate of Applied Science degrees (and any proposed future AAS degrees) as well as major area courses would be determined and coordinated by Washburn Institute of Technology. Any major changes in the future would be approved by the Vice President for Academic Affairs, President and Washburn Board of Regents. The curricular guidelines for each of the current proposed AAS degrees and certificates are attached (Appendix C).

Students pursuing the AAS degree at Washburn Institute of Technology would be positioned to continue their pursuit of additional higher education at Washburn University (or any other institution of higher education.) In particular, the Bachelor of Applied Science, Bachelor of Business Administration and the Bachelor of Science in Nursing at Washburn University seem logical paths for students pursuing stackable credentials. At the two-year level, students at Washburn Institute of Technology also would have an additional option of pursuing an articulated associate degree between Washburn University and Washburn Institute of Technology if they so choose, thus strengthening the ties between the University and Washburn Institute of Technology.

Proposed Effective Date: Fall 2012

FINANCIAL IMPLICATIONS: Within budget.

RECOMMENDATION:

President Farley recommends the Board of Regents approve Washburn University's curricular oversight of the attached Associate of Applied Science degrees and associated certificates which will be delivered at Washburn Institute of Technology.

\_\_\_\_\_  
Date

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Jerry B. Farley, President



**Appendix A: Titles of all AAS Degree programs at Washburn Institute of Technology**

Advanced Systems Technology

Automotive Collision

Automotive Service Technician

Building Technology

Business, Bookkeeping and Accounting

Cabinet/ Millwork

Commercial and Heavy Construction

Computer Repair & Networking

Culinary Arts

Diesel Mechanics

Electricity, Heating and Air Conditioning

Electronic Technology

Graphics Technology

Heating, Ventilation & Air Conditioning (Climate Management)

Legal Office Professional

Machine Tool Technology

Medical Office Specialist

Surgical Technology

Technical Drafting

Welding





## **Appendix B: Titles of all Certificate programs at Tech**

Advanced Systems Technology

Automotive Collision

Automotive Service Technician

Building Technology

Business, Bookkeeping and Accounting

Cabinet/Millwork

Child Care Certificate

Commercial Construction

Commercial and Heavy Construction

Computer Repair & Networking

Culinary Arts

Diesel Mechanics

Electricity, Heating and Air Conditioning

Electronic Technology

Graphics Technology

Health Care Technology

Heating, Ventilation & Air Conditioning (Climate Management)

Legal Office Professional

Machine Tool Technology

Medical Office Specialist

Office Careers Technology

Practical Nursing

Surgical Technology

Technical Drafting

Welding



## **Appendix C: AAS and Certificate Programs Curriculum Guides**

The following documents represent the curriculum guides for the AAS and Certificate Programs at Washburn Institute of Technology. Courses in the Major Area (totaling 23-52 hours) and listed under the heading Course Title constitute the requirements for the various certificates. The additional Technical Core Courses and Technical General Courses when combined with the Major Area courses represent the curriculum for the Associate of Applied Science Degrees.



## Advanced Systems Technology AAS Degree Plan

### Program Description:

This program prepares individuals to apply technical knowledge and skills to repair and maintain industrial machinery and equipment such as pumps, electric motors, conveyor systems, and production machinery. Instruction includes electrical theory, wiring, motor controls, 3-Phase/Single Phase/DC motors, blueprint reading, programmable logic controllers (PLC), hydraulics and pneumatics, mechanical systems, welding, machining, and robotics.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 6; Reading for Information - Level 5; Locating Information - Level 4**

**Pre-requisite courses: MAT102 Technical Math II & PST101 Applied Physics**

Course #	Course Title	Credits
IND104	Basic Electricity I	3
IND108	Mechanical Systems I	3
IND112	Fluid Power I	3
IND116	Lathe/Mill/Grinding for I.M.	3
IND144	Basic Electricity II	3
IND148	Mechanical Systems II	3
IND152	Electrical Control Systems I	3
IND156	Welding SMAW	3
IND204	Electrical Control Systems II	3
IND208	Fluid Power II	3
IND212	Electrical Control Systems III	3
IND216	Programmable Logic Controllers I	3
IND244	Process Control	3
IND248	Programmable Logic Controllers II	3
IND252	Robotics I	3
IND256	Robotics II	3
TOTAL		48
	<b>Technical Core Courses</b>	
MAT102	Technical Math II (Science & Math)	3
ENT208	Technical Writing (Humanities)	3
CNT208	Technical Communications (Humanities)	3
CED101	College Skills	1
	<b>Technical General Courses</b>	
BAT151	Computer Applications	3
PST101	Applied Physics (Science & Math)	3
ECT100	Introduction to Economics (Social Science)	3
		19

**Total Hours for degree**

**67 hours**



## Automotive Collision AAS Degree Plan

### Program Description:

The Automotive Collision Repair Program uses state-of-the-art I-CAR (Inter-Industry Conference on Auto Collision Repair) Enhanced Delivery Curriculum to meet the industry standards. Approximately 50 percent will include program instruction and 50 percent will be hands-on lab activities. Students will learn how to use modern hand and power tool equipment, computer-estimating software, and the handling of typical collision repair tasks. The learning environment will be instructor led and will consist of PowerPoint presentations, lecture, textbooks, video, and lab hands-on tasks. Each student will be required to keep notebook(s) that contains course information, materials for workplace skills, and reference material. Students are expected to be prepared at the start of class for classroom and/or lab. Job shadowing and On-the-Job Training (OJT) is an opportunity for students who meet specified qualifications for the program and school. When these qualifications are met a student is eligible to participate in these activities. These options assist a student in possible job placement as well as the learning of additional industry knowledge and practices. Students are required to follow the program dress code and safety policies at **all** times. The required tools must be available by the program deadline to assure the student can complete the course/lab assignments. The Automotive Collision program's mission is to educate students with a foundation of knowledge and skills for an entry-level position in the industry. The industry requires continuous learning, even after completing the program because the trade is constantly evolving.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 4; Reading for Information - Level 4; Locating Information - Level 4**

Course #	Course Title	Credits
CLR100	Orientation/Safety	1
CLR121	Non-Structural A&D Repair 1	4
CLR131	Structural A&D Repair 1	2
CLR141	Paint & Refinishing 1	3
CLR151	Mechanical & Electrical	3
CLR126	Non-Structural A&D Repair 2	4
CLR132	Structural A&D Repair 2	2
CLR142	Paint & Refinishing 2	3
CLR111	Estimate/Damage 1	2
CLR161	Workplace Skills 1	1
CLR236	Structural A&D Repair 3	3
CLR221	Non-Structural A&D Repair 3	4
CLR246	Paint & Refinishing 3	3
CLR201	Estimate/Damage 2	1
CLR261	Workplace Skills 2	1
CLR226	Non-Structural A&D Repair 4	5
CLR251	Mechanical & Electrical 2	1
CLR238	Structural A&D Repair 4	3
CLR248	Paint & Refinishing 4	4
TOTAL		50



<b>Technical Core Courses</b>		
MAT102	Technical Math II (Science & Math)	3
ENT208	Technical Writing (Humanities)	3
CNT208	Technical Communications (Humanities)	3
CED101	College Skills	1
<b>Technical General Courses</b>		
BAT151	Computer Applications	3
PST101	Applied Physics (Science & Math)	3
ECT100	Introduction to Economics (Social Science)	3
		19

**Total Hours for degree**

**69 hours**



## Automotive Service Technician

### Program Description:

The Automotive Service Technician program offers students a well-equipped modern facility with a fleet of late model vehicles. Content includes the major systems on domestic, European, and Asian vehicles. Completion of the program prepares students for entry level positions as automotive technicians. The Washburn Institute of Technology Automotive Service Technician program is in the process of being recertified by the National Technicians Education Foundation (NATEF), an affiliate of the National Institute for Automotive Service Excellence (ASE).

NATEF certification signifies that the program meets uniform national standards for instructional facilities, equipment, staff credentials, and curriculum. Additionally, domestic and import car manufacturers provide substantial support of the programs as students are prepared for ASE certification. The program provides students with both in-depth classroom training and extensive hands-on experiences. The full program takes four semesters to complete in either two years (half day students) or one year (full day students). Entrance into the program requires an application and successful completion of prerequisites including minimum WorkKeys scores. In addition to textbooks and workbooks all students are required to supply items such as OSHA approved clear lens safety glasses/goggles, steel toe shoes, and clean uniforms. The purchase of hand tools is required. Students are expected to maintain high standards of professional behavior and are required to follow the program dress code and safety policies at all time.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 4; Reading for Information - Level 4; Locating Information - Level 4**

Course #	Course Title	Credits
AUT111	Engine Overhaul	3
AUT112	Engine Mechanical Diagnosis	3
AUT120	Auto Transmission/Transaxle I	3
AUT130	Manual Transmission I	2
AUT140	Steering & Suspension I	3
AUT150	Brakes I	3
AUT161	Electrical I	3
AUT162	Electricity/Electronics I	2
AUT170	Heating – Air Conditioning I	2
AUT181	Engine Performance I	3
AUT182	Engine Performance II	3
AUT220	Auto Transmission/Transaxle II	3
AUT230	Manual Transmission II	2
AUT240	Steering & Suspension II	2
AUT250	Brakes II	2
AUT260	Electricity/Electronics II	6
AUT270	Heating – Air Conditioning II	2
AUT281	Engine Performance III	5
TOTAL		52
	<b>Technical Core Courses</b>	
MAT102	Technical Math II (Science & Math)	3
ENT208	Technical Writing (Humanities)	3



CNT208	Technical Communications (Humanities)	3
CED101	College Skills	1
	<b>Technical General Courses</b>	
BAT151	Computer Applications	3
PST101	Applied Physics (Science & Math)	3
ECT100	Introduction to Economics (Social Science)	3
		19

**Total Hours for degree**

**71 hours**



## Building Technology AAS Degree Plan

### Program Description:

This program prepares individuals to apply technical knowledge and skills in Building Technology. The knowledge and skills address maintenance of a building's function and service within a variety of structures - commercial and residential. Instruction includes basic theory and hands-on laboratory in electrical, carpentry, plumbing and heating ventilation and air conditioning. Upon completion graduates are qualified for employment in the construction and maintenance of hospitals, motels, apartment complexes, schools, and other businesses. Students have the opportunity to earn EPA Section 608 Certification.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 4; Reading for Information - Level 4; Locating Information - Level 4**

Course #	Course Title	Credits
BDT110	Basic Electrical	6
BDT115	Basic Electrical Lab	6
BDT120	Basic Carpentry	6
BDT125	Basic Carpentry Lab	6
BDT210	Plumbing Basics	6
BDT215	Plumbing Basics Lab	6
BDT220	HVAC	5
BDT225	HVAC Lab	6
BDT230	Workplace Skills	1
TOTAL		48
	<b>Technical Core Courses</b>	
MAT102	Technical Math II (Science & Math)	3
ENT208	Technical Writing (Humanities)	3
CNT208	Technical Communications (Humanities)	3
CED101	College Skills	1
	<b>Technical General Courses</b>	
BAT151	Computer Applications	3
PST101	Applied Physics (Science & Math)	3
ECT100	Introduction to Economics (Social Science)	3
		19

**Total Hours for degree**

**67 hours**





## Business, Bookkeeping & Accounting

This program prepares students to obtain employment as an entry level accounting clerk. Instruction includes advanced accounting, advanced QuickBooks, basic business and office management skills. Professional standards and ethics in business are stressed as well as extensive training in computer software. Written and oral communication skills, including grammar, are emphasized as well as workplace skills.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 4; Reading for Information - Level 4; Locating Information - Level 4**

Course #	Course Title	Credits
BAT115	Business Accounting	4
BAT122	Business Communications	4
BAT130	Word Processing	4
BAT140	Document Processing	4
BAT172	Spreadsheet Management	4
BAT180	Human Relations	4
BAT200	Business Law	4
BAT205	Business Research & Writing	4
BAT215	Database Management	4
BAT220	Intro to Business & Office Management	4
BAT255	Advanced Business Accounting	4
BAT265	Advanced Accounting Software	4
BAT275	Business Bookkeeping & Accounting OJT (Clinical – Optional)	(3)
		48
	<b>Technical Core Courses</b>	
MAT102	Technical Math II (Science & Math)	3
ENT208	Technical Writing (Humanities)	3
CNT208	Technical Communications (Humanities)	3
CED101	College Skills	1
	<b>Technical General Courses</b>	
BAT151	Computer Applications	3
PST101	Applied Physics (Science & Math)	3
ECT100	Introduction to Economics (Social Science)	3
		19

**Total Hours for degree**

**67 hours**



## Cabinet/Millwork AAS Degree Plan

### Program Description:

The Cabinet/Millwork program provides the student with the knowledge and skills necessary to plan and complete cabinetry, furniture and millwork. Students learn to work with prints, specifications and shop drawings, power tools, and equipment in design, layout, and construction of projects. Emphasis is placed on selecting proper materials, determining the best procedures, manufacturing parts to specification, and assembling and finishing. Students work individually and in teams to plan, estimate and execute these projects.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 4; Reading for Information - Level 4; Locating Information - Level 4**

Course #	Course Title	Credits
CBM110	Shop Procedures I	6
CBM120	Cabinetmaking I	6
CBM125	Cabinetmaking II	7
CBM130	Workplace Skills I	1
CBM140	Millwork I	4
CBM210	Shop Procedures II	6
CBM220	Cabinetmaking III	6
CBM225	Cabinetmaking IV	7
CBM230	Workplace Skills II	1
CBM240	Millwork II	4
TOTAL		48

	Technical Core Courses	
MAT102	Technical Math II (Science & Math)	3
ENT208	Technical Writing (Humanities)	3
CNT208	Technical Communications (Humanities)	3
CED101	College Skills	1
	<b>Technical General Courses</b>	
BAT151	Computer Applications	3
PST101	Applied Physics (Science & Math)	3
ECT100	Introduction to Economics (Social Science)	3
		19

**Total Hours for degree**

**67 hours**



## Child Care Certificate

### Program Description:

This program is designed to provide training in the processes and principles of growth and development of children from infancy through six years of age. Emphasis is placed on social, emotional, physical, intellectual, motor development, and support services relating to children. Upon completion of the program, students have opportunities for employment in day care centers and state institutions as teacher's aides or home day care providers. Twenty-five (25) credit hours, part time only, 11, 12 Adult. Start dates in August only.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 3; Reading for Information - Level 4; Locating Information - Level 4**

Course #	Course Title	Credits
CCC115	Child Care Curriculum Planning	2
CCC125	Guidance & Disciple & Family Involvement	2
CCC130	Regulations, Health & Safety, Abuse & Neglect	2
CCC140	Collection File I	1
CCC150	Child Care Lab I	5
CCC215	Intro to Early Childhood	2
CCC225	Child Care Program Development	2
CCC230	Infant & Toddler/Exceptional Child/School Age	2
CCC240	Collection File II	1
CCC250	Child Care Lab II	5
CCC260	Child Care OJT (optional)	1
TOTAL		25



## Commercial Construction Certificate

### Program Description:

This program is facilitated by a certified NCCER instructor, general contractors and supply companies who teach and demonstrate their specified crafts along with promoting careers in the construction industry. Instruction includes BARS- blueprint reading, applied math, rigging and safety; Exterior Systems - site preparation, concrete, masonry and commercial plumbing; Interior Systems - commercial HVAC sheet metal, commercial carpentry, commercial electrical, commercial plumbing and drywall; Demolition and the basics of Computer Aided Drafting and Design. Twenty-three (23) credit hours, part time only, Grades 11 and 12 only- Start dates in August only.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 4; Reading for Information - Level 4; Locating Information - Level 3**

Course #	Course Title	Credits
CMC105	Exterior Construction Systems I	5
CMC115	Interior Systems I	3
CMC120	Auto Cad I	2
CMC132	BARS I	2
CMC140	Exterior Construction Systems II	1
CMC150	Interior Systems II	2
CMC125	Auto Cad II	2
CMC137	BARS II	2
CMC160	Demolition	1
CMC170	Commercial Construction OJT (optional)	3
TOTAL		23



## Computer Repair & Networking AAS Degree Plan

### Program Description:

This program prepares students to be computer service and network technicians for small office/home office networks and provides the foundation for enterprise level computer network technicians. Students will install and configure desktop computers, desktop operating systems, Novell NetWare, Microsoft Server, and Linux network operating systems. Students will learn to setup and configure routers, switches, wireless access points, and wireless bridges. Students who complete the program will be prepared for the Comptia A+ and Cisco Certified Network Associate exams (CCNA), and will develop and enhance professional skills required for the IT professional workplace.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 5 Reading for Information - Level 5; Locating Information - Level 4**

Course #	Course Title	Credits
CRN110	PC Hardware	6
CRN120	PC Software	6
CRN130	Desktop Operating System	4
CRN140	Network Operating System	8
CRN211	CCNA I	5
CRN212	CCNA II	5
CRN213	CCNA III	5
CRN214	CCNA IV	5
CRN215	Tech Doc I	2
CRN216	Tech Doc II	2
<b>TOTAL</b>		<b>48</b>

	Technical Core Courses	
MAT102	Technical Math II (Science & Math)	3
ENT208	Technical Writing (Humanities)	3
CNT208	Technical Communications (Humanities)	3
CED101	College Skills	1
	<b>Technical General Courses</b>	
BAT151	Computer Applications	3
PST101	Applied Physics (Science & Math)	3
ECT100	Introduction to Economics (Social Science)	3
		19

**Total Hours for degree**

**67 hours**



## Commercial and Heavy Construction AAS Degree Plan

### Program Description:

The Commercial and Heavy Construction Program introduces the basic skills used in commercial and heavy construction projects. The program is a challenging, career building educational experience for anyone who is serious about their future in construction. Courses are a combination of lecture, lab, and an opportunity for work-site experience utilizing skills with equipment acquired from the courses. Math and reading are embedded in the curriculum. At the completion of the program, students are eligible to be NCCER Certified Craft Technicians through all courses except Class B Commercial Driver's License, safety, pipe laying, and Heavy Equipment 2. Class B CDL is an optional certification.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 4; Reading for Information - Level 4; Locating Information - Level 3**

Course #	Course Title	Credits
CHC100	Core I	3
CHC110	Field Safety & Orientation	2
CHC120	Site Layout I	1
CHC122	Site Layout II	4
CHC130	Safety Certifications	2
CHC140	Heavy Highway I	6
CHC150	Heavy Equipment I	5
CHC180	Pipe Laying I	6
CHC190	Class B CDL	1
CHC250	Heavy Equipment II	7
CHC255	Heavy Equipment II Application	6
TOTAL		43
<b>Technical Core Courses</b>		
MAT102	Technical Math II (Science & Math)	3
ENT208	Technical Writing (Humanities)	3
CNT208	Technical Communications (Humanities)	3
CED101	College Skills	1
<b>Technical General Courses</b>		
BAT151	Computer Applications	3
PST101	Applied Physics (Science & Math)	3
ECT100	Introduction to Economics (Social Science)	3
		19

**Total Hours for degree**

**62 hours**



## Culinary Arts AAS Degree Plan

### Program Description:

This program prepares students to serve under the supervision of chefs and other culinary professionals. Instruction includes culinary math, food safety, and sanitation, use and care of equipment, food preparation, and cooking skills. Students will develop other essential skills including baking, purchasing, menu planning, introduction to restaurant supervision and management, and the exploration of international cuisines. Upon graduation students will have the skills and confidence to be a productive member of any restaurant team.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 5; Reading for Information - Level 4; Locating Information - Level 3**

Course #	Course Title	Credits
CUA100	Culinary Math	4
CUA110	Sanitation/Safety	3
CUA120	Basic Cooking Principles	5
CUA130	Food Prep I	6
CUA135	Food Prep II	6
CUA210	Basic Management Skills	3
CUA215	Food Prep III	5
CUA220	Workplace Skills	1
CUA230	Food Prep IV	3
CUA235	International Cuisine	4
CUA240	Baking Principles I	4
CUA245	Baking Principles II	4
TOTAL		48
	<b>Technical Core Courses</b>	
MAT102	Technical Math II (Science & Math)	3
ENT208	Technical Writing (Humanities)	3
CNT208	Technical Communications (Humanities)	3
CED101	College Skills	1
	<b>Technical General Courses</b>	
BAT151	Computer Applications	3
PST101	Applied Physics (Science & Math)	3
ECT100	Introduction to Economics (Social Science)	3
		19

**Total Hours for degree**

**67 hours**



## Diesel Mechanics AAS Degree Plan

### Program Description:

The Diesel Mechanics program prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel powered equipment. Instruction includes both theory and hands-on activities in safety, repair, and maintenance of several types of diesel equipment, tune-up and overhauling, transmissions, and differentials. Specific hands-on experience will be provided on Caterpillar, Cummins, Fuller, Allison, Arvin Meritor, and Rockwell Eaton equipment.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 4; Reading for Information - Level 4; Locating Information - Level 4**

Course #	Course Title	Credits
DEM110	Safety Skills	2
DEM130	Intro to Diesel I	5
DEM135	Intro to Diesel II	5
DEM140	Engines I	6
DEM145	Engines II	6
DEM220	Workplace Skills	2
DEM240	Power Trains I	5
DEM245	Power Trains II	5
DEM260	Steering & Suspense	7
DEM270	Brakes	5
<b>TOTAL</b>		<b>48</b>

	<b>Technical Core Courses</b>	
MAT102	Technical Math II (Science & Math)	3
ENT208	Technical Writing (Humanities)	3
CNT208	Technical Communications (Humanities)	3
CED101	College Skills	1
	<b>Technical General Courses</b>	
BAT151	Computer Applications	3
PST101	Applied Physics (Science & Math)	3
ECT100	Introduction to Economics (Social Science)	3
		19

**Total Hours for degree**

**67 hours**





## Electricity, Heating & Air Conditioning AAS Degree Plan

### Program Description:

This program prepares individuals to apply technical knowledge and skills for two segments: Electricity and/or Heating & Air Conditioning.

The Electrical segment prepares students for employment in electrical construction and maintenance. Heating & Air Conditioning prepares students for employment in any of the industries utilizing heating, air conditioning, and/or refrigeration.

Instructional areas include: safety; electrical theory; blueprint reading; wiring; electrical construction; residential/commercial electricity; gas pipe fitting; Uniform Mechanical Code; hydronics; electricity and gas heating; heat pumps; and advanced courses in residential and commercial refrigeration and air conditioning.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 5; Reading for Information - Level 5; Locating Information - Level 4**

Course #	Course Title	Credits
EHV110	Basic Electrical Theory	6
EHV120	Basic Wiring	6
EHV130	Uniform Mechanical Code	3
EHV140	Heating Systems Fundamentals	4
EHV150	Heating Applications	5
EHV210	Residential Wiring	5
EHV220	Commercial Wiring	7
EHV230	Introduction to Mechanical Refrigeration	3
EHV240	Fundamentals of Air Conditioning	4
EHV250	Heat Pump	3
EHV260	Commercial Refrigeration	2
TOTAL		48
	<b>Technical Core Courses</b>	
MAT102	Technical Math II (Science & Math)	3
ENT208	Technical Writing (Humanities)	3
CNT208	Technical Communications (Humanities)	3
CED101	College Skills	1
	<b>Technical General Courses</b>	
BAT151	Computer Applications	3
PST101	Applied Physics (Science & Math)	3
ECT100	Introduction to Economics (Social Science)	3
		19

**Total Hours for degree**

**67 hours**



## Electronic Technology AAS Degree Plan

### Program Description:

The Electronic Technology program prepares individuals for entry-level positions in high tech fields of electronic service, maintenance, and production, including healthcare facilities. Instruction includes DC/AC theory, solid state fundamentals, digital electronics, circuit building, and soldering. The second half of the program focuses on the electronics applications of telecommunications, programmable logic, robotics, and biomedical electronics.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 4; Reading for Information - Level 4; Locating Information - Level 4**

Course #	Course Title	Credits
ELT110	DC Fundamentals	6
ELT120	AC Fundamentals	6
ELT130	Solid State Fundamentals	7
ELT140	Digital Logic	5
ELT210	Fundamentals of Communication	6
ELT235	Microcontrollers & Industrial Controls	6
ELT245	Introduction to Biomedical Electronics I	6
ELT246	Introduction to Biomedical Electronics II	6
TOTAL		48

	<b>Technical Core Courses</b>	
MAT102	Technical Math II (Science & Math)	3
ENT208	Technical Writing (Humanities)	3
CNT208	Technical Communications (Humanities)	3
CED101	College Skills	1
	<b>Technical General Courses</b>	
BAT151	Computer Applications	3
PST101	Applied Physics (Science & Math)	3
ECT100	Introduction to Economics (Social Science)	3
		19

**Total Hours for degree**

**67 hours**



## Graphics Technology AAS Degree Plan

### Program Description:

This program is designed to give students knowledge of the graphics industry. Students will study the basics of imaging software through tutorials, projects and internship opportunities. Photography basics will also be learned through instruction and application of projects done with a digital camera. Printing basics will be learned through study of basic print components and how they apply to graphics and photography. The students are instructed on how graphics, photography and print work together to provide entry level skills for employment in the graphics industry.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 4; Reading for Information - Level 4; Locating Information - Level 4**

Course #	Course Title	Credits
GRP110	Graphic Design I	4
GRP120	Color Theory/Composition	4
GRP131	Digital Photography I	4
GRP141	Graphic Design II	4
GRP151	Digital Photography II	4
GRP170	Lighting Theories	2
GRP210	Paper & Bindery	2
GRP220	Digital Printing	2
GRP235	Studio Lighting	2
GRP240	Digital Photograph III	4
GRP246	Graphic Design III	4
GRP251	Graphic Design IV	4
GRP256	Digital Photography IV	4
GRP260	Portfolio Preparation	4
TOTAL		48
	<b>Technical Core Courses</b>	
MAT102	Technical Math II (Science & Math)	3
ENT208	Technical Writing (Humanities)	3
CNT208	Technical Communications (Humanities)	3
CED101	College Skills	1
	<b>Technical General Courses</b>	
BAT151	Computer Applications	3
PST101	Applied Physics (Science & Math)	3
ECT100	Introduction to Economics (Social Science)	3
		19

**Total Hours for degree**

**67 hours**



## Health Care Technology Certificate

### Program Description:

This program is designed for high school students (grade 11 and 12) who desire a nursing field of study. Instruction includes: Health Care, Medical Terms, Medical Math, Intro to Human Body and Home Health Aide. This program meets state guidelines for the Kansas Nurse Aide and the Kansas Home Health Aide certification testing through the Kansas Department of Health and Environment. Grades 11, 12 preferred, Adult. 13 credit hours, part-time only. Start dates in August and January.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 4; Reading for Information - Level 4; Locating Information - Level 3**

Course #	Course Title	Credits
HCT100	Intro to Human Body	4
HCT110	Health Care Terms	2
HCT120	Medical Math	2
HCT130	Nurse Aide	4
HCT140	Health Care Aide	1
TOTAL		13



## Heating, Ventilation & Air Conditioning (Climate Management) AAS Degree Plan

### Program Description

The goal of this program is to deliver the fundamental skills and knowledge necessary for entry level positions. Additional skills obtained through upper level courses will prepare students to work in commercial and residential applications.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 5; Reading for Information - Level 5; Locating Information - Level 4**

Course #	Course Title	Credits
EHV104	Workplace Skills	1
IND106	OSHA-10 Safety Orientation	1
EHV125	Electrical Fundamentals	3
EHV135	Heating System Fundamentals	3
EHV215	Advanced Electrical Theory for HVAC	2
EHV245	Sheet Metal Fabrication I	3
EHV265	Advanced Heating Systems	6
EHV145	HVAC Fundamentals	4
EHV155	Fundamentals of Motors	3
EHV225	Introduction to Mechanical Refrigeration	4
EHV246	Sheet Metal Fabrication II	3
EHV254	EPA 608	1
EHV235	Heat Pumps	4
EHV 275 OR EHV280	Commercial Heating & AC OR HVAC - OJT	4
TOTAL		42
	<b>Technical Core Courses</b>	
MAT102	Technical Math II (Science & Math)	3
ENT208	Technical Writing (Humanities)	3
CNT208	Technical Communications (Humanities)	3
CED101	College Skills	1
	<b>Technical General Courses</b>	
BAT151	Computer Applications	3
PST101	Applied Physics (Science & Math)	3
ECT100	Introduction to Economics (Social Science)	3
		19

**Total Hours for degree**

**61 hours**



## Legal Office Professional AAS Degree Plan

### Program Description:

This program prepares students for entrance into a support staff position in the field of law. Instruction includes legal office projects, legal terminology and transcription, legal research, professional standards and ethics, and extensive training in computer software. Written and oral communication skills, including grammar, are emphasized as well as workplace skills. Attorneys and judges demand accuracy and excellence; therefore, students must have excellent attendance, work diligently on assignments, learn and perform problem solving skills, and meet deadlines.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 4; Reading for Information - Level 5; Locating Information - Level 4**

Course #	Course Title	Credits
BAT115	Business Accounting	4
BAT122	Business Communications	4
BAT130	Word Processing	4
BAT142	Document Processing	4
BAT172	Spreadsheet Management	4
BAT180	Human Relations	4
BAT200	Business Law	4
BAT205	Business Research & Writing	4
LOP215	Database Management	4
LOP240	Legal Terminology	5
LOP250	Legal Office Projects	3
LOP260	Legal Transcription	4
TOTAL		48
	<b>Technical Core Courses</b>	
MAT102	Technical Math II (Science & Math)	3
ENT208	Technical Writing (Humanities)	3
CNT208	Technical Communications (Humanities)	3
CED101	College Skills	1
	<b>Technical General Courses</b>	
BAT151	Computer Applications	3
PST101	Applied Physics (Science & Math)	3
ECT100	Introduction to Economics (Social Science)	3
		19

**Total Hours for degree**

**67 hours**



## Machine Tool Technology AAS Degree Plan

### Program Description:

This program prepares individuals to apply technical knowledge and skills to plan, manufacture, assemble, test, and repair parts, mechanisms, and machines. Instruction includes technical information in blueprint reading, sketching, angles, tapers, gearing, and precision measuring; it also includes training in the operation of machine tools--engine lathe, milling machine, surface grinder, drill press, computerized numerical control milling machines, and computerized numerical control lathe.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 4; Reading for Information - Level 4; Locating Information - Level 4**

Course #	Course Title	Credits
MTT106	Safety (OSHA 10)	1
MTT112	Print Reading	3
MTT114	Machining I	3
MTT116	Machine Tool Processes	1
MTT118	Lathe/Mill/Grind I	4
MTT115	Print Reading/Math II	1
MTT123	Machining II	3
MTT124	Lathe/Mill/Grind II	5
MTT131	Quality Control & Inspection (Spring Only)	1
MTT151	Workplace Ethics	2
MTT210	Print Reading/Math III	1
MTT218	Metallurgy	1
MTT219	Lathe/Mill/Grind III	6
MTT221	Bench Work	1
MTT232	Bench/Saw/Drill	3
MTT238	Print Reading/Math IV	2
MTT241	CNC Operations	3
MTT244	Lathe/Mill/Grind IV	6
MTT250	Workplace Skills II	1
MTT260	Mach Tool OJT (Clinical – Optional)	3
TOTAL		48
	<b>Technical Core Courses</b>	
MAT102	Technical Math II (Science & Math)	3
ENT208	Technical Writing (Humanities)	3
CNT208	Technical Communications (Humanities)	3
CED101	College Skills	1
	<b>Technical General Courses</b>	
BAT151	Computer Applications	3
PST101	Applied Physics (Science & Math)	3
ECT100	Introduction to Economics (Social Science)	3
		19

**Total Hours for degree**

**67 hours**



## Medical Office Specialist AAS Degree Plan

### Program Description:

This program prepares students for entrance into a support staff position as part of a medical team. Instruction includes medical terminology and transcription, medical office procedures, preparation of medical documents, professional standards and ethics, and extensive training in computer software. The program is best suited for students with strong skills in English, reading and comprehension, vocabulary, problem solving, and critical thinking.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 4; Reading for Information - Level 5; Locating Information - Level 4**

Course #	Course Title	Credits
BAT115	Business Accounting	4
BAT122	Business Communications	4
BAT130	Word Processing	4
BAT142	Document Processing	4
BAT172	Spreadsheet Management	4
BAT180	Human Relations	4
BAT200	Business Law	4
BAT205	Business Research & Writing	4
BAT215	Database Management	4
MOS240	Medical Transcription	4
MOS250	Medical Terminology	5
MOS260	Medical Office Procedure	3
<b>TOTAL</b>		<b>48</b>

	<b>Technical Core Courses</b>	
MAT102	Technical Math II (Science & Math)	3
ENT208	Technical Writing (Humanities)	3
CNT208	Technical Communications (Humanities)	3
CED101	College Skills	1
	<b>Technical General Courses</b>	
BAT151	Computer Applications	3
PST101	Applied Physics (Science & Math)	3
ECT100	Introduction to Economics (Social Science)	3
		19

**Total Hours for degree**

**67 hours**





## Office Careers Technology Certificate

### Program Description:

This program prepares students for entry-level administrative office positions that enhance their ability for promotion to advanced positions. The program provides extensive training in computer software including Microsoft Office and QuickBooks. Skills are enhanced through application and simulations using the Gregg Reference Manual, transcription, 10-key entry, and desktop publishing.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 4; Reading for Information - Level 4; Locating Information - Level 4**

Course #	Course Title	Credits
BAT115	Business Accounting	4
BAT122	Business Communications	4
BAT130	Word Processing	4
BAT142	Document Processing	4
BAT172	Spreadsheet Management	4
BAT180	Human Relations	4
BAT270	BAT – LOP – MOS OJT (optional)	3
TOTAL		27



## Practical Nursing Certificate

### Program Description:

The Washburn Institute of Technology Practical Nursing Program is a 36 credit hour curriculum designed to provide graduates with the knowledge, skills, attitudes, and abilities needed to practice safely and effectively as an entry level practical nurse and eligibility to take the NCLEX-PN licensure exam. This program is available in two formats; a full-time program consisting of two semesters and a part-time program consisting of four semesters of study. Additional entrance requirements include: current Kansas Certified Nurse Aide certification or the equivalent; an approved Anatomy and Physiology course of 6 credit hours, including lab from an accredited college within the last 5 years with a grade of "C" or better; approved courses of Nutrition and Human Development 3 credit hours from an accredited college with a "C" or better. Anatomy & Physiology, Nutrition and Human Development classes are available at Washburn Tech. Other recommended prior course work to enhance a student's success and ability to articulate include: Psychology, Biology, Pharmacology, English, and Algebra. Taking a Certified Medication Aide course, (CMA), helps to prepare applicants for nursing school. Work experience in the health field is highly recommended.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 5; Reading for Information - Level 6; Locating Information - Level 4**

Course #	Course Title	Credits
PNS101	KSPN Foundations of Nursing	4
PNS111	KSPN Pharmacology	3
PNS115	KSPN Foundations of Nursing Clinical	2
PNS121	Strategies for Success	2
PNS161	KSPN Medical Surgical Nursing I	4
PNS166	KSPN Medical Surgical Nursing I Clinical	3
PNS211	KSPN Medical Surgical Nursing II	4
PNS216	KSPN Medical Surgical Nursing II Clinical	3
PNS221	KSPN Maternal Child Nursing	2
PNS226	KSPN Maternal Child Nursing Clinical	1
PNS230	KSPN Gerontology	2
PNS240	KSPN Mental Health	2
PNS250	PN Role Development	2
PNS255	PN Role Development Clinical	2
TOTAL		36

### Prerequisites:

Course #	Course Title	Credits
HCT131	Human Development	3
HCT132	Anatomy & Physiology	4
HCT133	Anatomy & Physiology Lab	2
PNS141	Nutrition	3
TOTAL		12

**Elective:**

**3**

**Total Hours for certificate**

**36 hours**



## Surgical Technology AAS Degree Plan

### Program Description:

This program provides an opportunity for the students to learn the basic skills necessary to become an integral member of the surgical team. Surgical technologists maintain the operating room by selecting and opening supplies, assembling equipment for surgical procedures, and by providing the necessary sterile items to the surgeon in an efficient manner. Upon satisfactory completion of the program then the surgical technologist may earn the "CST" certification credential by passing a nationally administered exam. Prospective students must have a high school diploma or a GED. Pre-requisites for program admission beginning with the August 2010 class: minimum of 6 credit hours of Anatomy and Physiology including lab from an HLC accredited college within the last 5 years with a grade of "C" or better. Recommended courses: college level medical terminology, microbiology, and current CNA license. 47 credit hours, full time, adult only, Class starts in August.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 5; Reading for Information - Level 6; Locating Information - Level 4**

Course #	Course Title	Credits
SUR105	Introduction to Surgical Tech	4
SUR110	Microbiology	2
SUR120	Medical Terminology	3
SUR135	Principles & Practices of Surgical Technology	5
SUR145	Principles & Practices of Surgical Technology Lab	3
SUR165	Surgical Procedures I	3
SUR175	Clinical I	3
SUR250	Surgical Pharmacology	2
SUR255	Surgical Procedures II	4
SUR265	Surgical Procedures III	5
SUR270	Clinical II	4
SUR290	Clinical III	4
TOTAL		42

### Prerequisites:

Course #	Course Title	Credits
HCT132	Anatomy & Physiology (Science)	3
HCT133	Anatomy & Physiology Lab	2
	CPR (required certification will be transcribed)	0
TOTAL		5
<b>Technical General Education Courses</b>		
MAT102	Technical Math II (Science & Math)	3
ENT208	Technical Writing (Humanities)	3
CNT208	Technical Communications (Humanities)	3
CED101	College Skills	1
BAT151	Computer Applications	3
HCT132 & 133	Anatomy & Physiology with Lab (Science)	5



ECT100	Introduction to Economics (Social Science)	3
		21

**Total Hours for degree**

**63 hours**



## Technical Drafting AAS Degree Plan

### Program Description:

This program provides related and hands-on experience in the proper use of drafting tools and equipment, preparing drawings and reproductions, and developing skills, knowledge, and techniques for use in a variety of areas in the drafting field. Related theory and technical instruction include the study of applied algebra, geometry, and trigonometry, as well as scientific and physical principles of numerous construction and manufacturing materials and techniques. Students will learn the fundamentals of computer-aided drafting (CAD), emphasizing the use of computer hardware and software in processing and retrieving drawing and data files.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 5; Reading for Information - Level 4; Locating Information - Level 4**

Course #	Course Title	Credits
TED100	General Drafting	4
TED110	Drafting Standards	1
TED120	Technical Math I	2
TED125	Technical Math II	3
TED130	CAD I	5
TED135	CAD II	3
TED140	Machine Design	6
TED200	Architect Design	5
TED210	Industrial Design	6
TED220	Civil Design	6
TED230	CAD III	5
TED250	Workplace Skills I	2
TOTAL		48
	<b>Technical Core Courses</b>	
MAT102	Technical Math II (Science & Math)	3
ENT208	Technical Writing (Humanities)	3
CNT208	Technical Communications (Humanities)	3
CED101	College Skills	1
	<b>Technical General Courses</b>	
BAT151	Computer Applications	3
PST101	Applied Physics (Science & Math)	3
ECT100	Introduction to Economics (Social Science)	3
		19

**Total Hours for degree**

**67 hours**



## Welding AAS Degree Plan

### Program Description:

This program prepares individuals to apply technical knowledge and skills to join or cut metal surfaces. The welding program is an American Welding Society Qualification and Certification (AWS QC4) testing facility. Formal and self-paced instruction includes: Shielded Metal Arc Welding (SMAW); Gas Metal Arc Welding (GMAW); Flux Cored Arc Welding (FCAW), and cutting processes. Related technical instruction also includes quality assurance and control, print reading, safety, and workplace skills.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 4; Reading for Information - Level 4; Locating Information - Level 4**

Course #	Course Title	Credits
WEL101	Welding Safety/OSHA 10	2
WEL110	Print Reading/Math I	1
WEL120	Oxy-Fuel/Cutting Procedures	3
WEL131	SMAW	3
WEL135	SMAW I	3
WEL141	GMAW	3
WEL145	GMAW Welding	3
WEL150	Workplace Skills I	2
WEL160	Oxy-Fuel Welding	4
WEL230	SMAW II	5
WEL220	FCAW Welding	5
WEL210	Print Reading/Math II	2
WEL241	Welding Special Topics	5
WEL246	GTAW	3
WEL267	GTAW I	2
WEL250	Workplace Skills II	2
TOTAL		48
	<b>Technical Core Courses</b>	
MAT102	Technical Math II (Science & Math)	3
ENT208	Technical Writing (Humanities)	3
CNT208	Technical Communications (Humanities)	3
CED101	College Skills	1
	<b>Technical General Courses</b>	
BAT151	Computer Applications	3
PST101	Applied Physics (Science & Math)	3
ECT100	Introduction to Economics (Social Science)	3
		19

**Total Hours for degree**

**67 hours**

**Agenda Item No. V. B. 2.**  
**Washburn University Board of Regents**

SUBJECT: University Health Plan Renewal

DESCRIPTION:

The University's Health Programs plan year with Blue Cross Blue Shield of Kansas is from November 1 to November 1 each year.

This year, as a result of favorable claims experience, the University is recommending plan changes to provide more comprehensive preventive care services at no cost to the employee. The University's benefits consultant, Mike Eichten, as well as other University administrators and employees, have reviewed the information provided by Blue Cross Blue Shield and are recommending only minor plan changes – an increase of \$5 in the office visit co-pay, and a \$10-30 increase in the co-pay for non-generic drugs. Generic drug costs remain at \$5 for both the Base and Buy-Up plans. The premium for employees on both the Base and Buy-Up coverage will remain unchanged.

Our rates are a direct result of the usage our group has experienced over this rating period, and utilization has been very favorable. Once again the University will fund the entire cost of the single, base plan premium for employees. The University will continue a four tier premium schedule which, in essence, provides income adjusted family coverage based upon salary to assist lower paid staff afford family medical coverage. The University will continue two options – a base option and a buy-up option.

The attached Premium sheet shows the individual premium amounts, as well as those amounts paid by the University to continue the University's support of premiums for dependent coverage for lower paid employees.

FINANCIAL IMPLICATIONS:

The FY 13 Fringe benefits budget contains sufficient funds to cover the University's portion of the premiums.

RECOMMENDATION:

President Farley recommends Board of Regents approval to renew the University's Health Plans.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jerry B. Farley, President

PLAN	Base				Buy-Up			
	Single	Employee + Child/ren	Employee + Spouse	Family	Single	Employee + Child/ren	Employee + Spouse	Family
<b>Salary &gt;\$59,875 (Tier 1)</b>								
Employee Pays for Buy-Up					\$24.88	\$56.32	\$54.07	\$85.55
Employee Pays for Self	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employee Pays for Dependents	\$0.00	\$259.93	\$328.50	\$709.38	\$0.00	\$260.19	\$328.18	\$708.70
<b>TOTAL for Employee</b>	<b>\$0.00</b>	<b>\$259.93</b>	<b>\$328.50</b>	<b>\$709.38</b>	<b>\$24.88</b>	<b>\$316.51</b>	<b>\$382.25</b>	<b>\$794.25</b>
Washburn Pays	\$558.27	\$795.14	\$807.41	\$924.29	\$558.38	\$794.75	\$807.42	\$924.75
Total Premium	\$558.27	\$1,055.07	\$1,135.91	\$1,633.67	\$583.26	\$1,111.26	\$1,189.67	\$1,719.00
<b>Salary &lt;=\$59,875 (Tier 2)</b>								
Employee Pays for Buy-Up					\$24.88	\$56.32	\$54.07	\$85.55
Employee Pays for Self	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employee Pays for Dependents	\$0.00	\$228.74	\$289.50	\$614.18	\$0.00	\$220.87	\$289.21	\$613.58
<b>TOTAL for Employee</b>	<b>\$0.00</b>	<b>\$228.74</b>	<b>\$289.50</b>	<b>\$614.18</b>	<b>\$24.88</b>	<b>\$277.19</b>	<b>\$343.28</b>	<b>\$699.13</b>
Washburn Pays	\$558.27	\$826.33	\$846.41	\$1,019.49	\$558.38	\$834.07	\$846.39	\$1,019.87
Total Premium	\$558.27	\$1,055.07	\$1,135.91	\$1,633.67	\$583.26	\$1,111.26	\$1,189.67	\$1,719.00
<b>Salary &lt;=\$51,738 (Tier 3)</b>								
Employee Pays for Buy-Up					\$24.88	\$56.32	\$54.07	\$85.55
Employee Pays for Self	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employee Pays for Dependents	\$0.00	\$197.58	\$250.51	\$518.98	\$0.00	\$197.77	\$250.26	\$518.48
<b>TOTAL for Employee</b>	<b>\$0.00</b>	<b>\$197.58</b>	<b>\$250.51</b>	<b>\$518.98</b>	<b>\$24.88</b>	<b>\$254.09</b>	<b>\$304.33</b>	<b>\$604.03</b>
Washburn Pays	\$558.27	\$857.49	\$885.40	\$1,114.69	\$558.38	\$857.17	\$885.34	\$1,114.97
Total Premium	\$558.27	\$1,055.07	\$1,135.91	\$1,633.67	\$583.26	\$1,111.26	\$1,189.67	\$1,719.00
<b>Salary &lt;=\$43,186 (Tier 4)</b>								
Employee Pays for Buy-Up					\$24.88	\$56.32	\$54.07	\$85.55
Employee Pays for Self	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employee Pays for Dependents	\$0.00	\$164.43	\$208.62	\$419.89	\$0.00	\$164.59	\$208.41	\$419.48
<b>TOTAL for Employee</b>	<b>\$0.00</b>	<b>\$164.43</b>	<b>\$208.62</b>	<b>\$419.89</b>	<b>\$24.88</b>	<b>\$220.91</b>	<b>\$262.48</b>	<b>\$505.03</b>
Washburn Pays	\$558.27	\$890.64	\$927.29	\$1,213.78	\$558.38	\$890.35	\$927.19	\$1,213.97
Total Premium	\$558.27	\$1,055.07	\$1,135.91	\$1,633.67	\$583.26	\$1,111.26	\$1,189.67	\$1,719.00
<b>Salary &lt;=\$34,958 (Tier 5)</b>								
Employee Pays for Buy-Up					\$24.88	\$56.32	\$54.07	\$85.55
Employee Pays for Self	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employee Pays for Dependents	\$0.00	\$133.24	\$170.58	\$324.70	\$0.00	\$133.37	\$170.42	\$324.39
<b>TOTAL for Employee</b>	<b>\$0.00</b>	<b>\$133.24</b>	<b>\$170.58</b>	<b>\$324.70</b>	<b>\$24.88</b>	<b>\$189.69</b>	<b>\$224.49</b>	<b>\$409.94</b>
Washburn Pays	\$558.27	\$921.83	\$965.33	\$1,308.97	\$558.38	\$921.57	\$965.18	\$1,309.06
Total Premium	\$558.27	\$1,055.07	\$1,135.91	\$1,633.67	\$583.26	\$1,111.26	\$1,189.67	\$1,719.00
<b>Salary &lt;=\$26,824 (Tier 6)</b>								
Employee Pays for Buy-Up					\$24.88	\$56.32	\$54.07	\$85.55
Employee Pays for Self	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employee Pays for Dependents	\$0.00	\$101.09	\$129.68	\$224.63	\$0.00	\$101.19	\$129.55	\$224.41
<b>TOTAL for Employee</b>	<b>\$0.00</b>	<b>\$101.09</b>	<b>\$129.68</b>	<b>\$224.63</b>	<b>\$24.88</b>	<b>\$157.51</b>	<b>\$183.62</b>	<b>\$309.96</b>
Washburn Pays	\$558.27	\$953.98	\$1,006.23	\$1,409.04	\$558.38	\$953.75	\$1,006.05	\$1,409.04
Total Premium	\$558.27	\$1,055.07	\$1,135.91	\$1,633.67	\$583.26	\$1,111.26	\$1,189.67	\$1,719.00



**Agenda Item No. V. B. 3.**  
**Washburn University Board of Regents**

SUBJECT: Renewal of Insurance Policies

DESCRIPTION:

The University's property insurance was renewed in July through the Midwest Higher Education Compact program. The renewal date for the remainder of the insurance coverage is October 1. In order to bind coverage and issue proper verification of coverage in a timely manner for the insurance renewal purchase, it was necessary to obtain preliminary approval from the Board Chair for the binding of insurance renewals prior to the September 27, 2012 Regents meeting. The renewals are presented to the Board by the administration for ratification and approval.

The list of renewal coverages and premiums compared with the current year are detailed on the attached schedules.

FINANCIAL IMPLICATIONS:

See attached schedules. Total premiums are consistent with FY 13 budget.

RECOMMENDATION:

President Farley recommends the Board of Regents ratify the purchase of the insurance policies as shown on the attached schedules.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jerry B. Farley, President

**WASHBURN UNIVERSITY and WASHBURN INSTITUTE OF TECHNOLOGY**  
**CASUALTY INSURANCE**  
 October 1, 2012 Renewal

	<b>2011 LIMITS</b>	<b>2011 PREMIUMS</b>	<b>2012 LIMITS</b>	<b>2012 PREMIUMS</b>
<b>Crime Policy - Hartford</b>				
Employee Theft - \$10,000 deductible	\$ 2,000,000	\$ 8,174	\$ 2,000,000	\$ 11,020
Depositors Forgery or Alteration of Checks - \$5,000 deductible	\$ 500,000		\$ 500,000	
Theft, Disappearance of Money & Securities - \$5,000 deductible	\$ 830,000		\$ 830,000	
Computer & Funds Transfer Fraud - \$10,000 deductible	\$ 1,000,000		\$ 1,000,000	
<b>Automobile - Hanover</b>				
Bodily Injury & Property Damage Liability - \$1,000,000		\$ 21,055		\$ 20,266
Washburn	53 vehicles		51 Vehicles	
WIT	Included		Included	
Comprehensive/Collision - \$500 deductible		\$ 5,526		\$ 6,346
School of Nursing Health Van - Liability Included				
Garagekeepers Legal Liability \$120,000 - \$500 deductible				
<b>General Liability - Hanover</b>				
\$1,000,000 Each Occurrence/\$3,000,000 Aggregate - \$5,000 deductible		\$ 56,222		\$ 64,157
Employee Benefit Liability:				
\$1,000,000 Each Claim/\$3,000,000 Aggregate - \$5,000 deductible; 1st \$ defense				
Sexual Abuse or Molestation:				
\$1,000,000 Each Occurrence/\$1,000,000 Aggregate - No deductible				
Exposures:				
Schools, Colleges, Universities - Square Footage	1,090,474		1,345,243	
Dormitories - Square Footage	198,948		244,993	
Dwellings	3		3	
<b>Educators Legal Liability (Errors &amp; Omissions) &amp; Employment Practice Liability</b>				
\$1,000,000 Limit; 1st dollar defense; \$10,000 deductible		\$ 11,778		\$ 30,838
Law Enforcement Professional Legal Liability				
\$1,000,000 Each Occurrence/\$1,000,000 Aggregate - \$1,000,000 deductible				

**WASHBURN UNIVERSITY and WASHBURN INSTITUTE OF TECHNOLOGY**  
**CASUALTY INSURANCE**  
 October 1, 2012 Renewal

	<b>2011 LIMITS</b>	<b>2011 PREMIUMS</b>	<b>2012 LIMITS</b>	<b>2012 PREMIUMS</b>
<b>Workers Compensation - United Heartland beginning 10/01/11</b>		\$ 375,921		\$ 396,960
Employers Liability - \$1,000,000				
Deductible - \$10,000				
Experience Modification	1.01		1.04	
Payroll - (subject to audit)				
Washburn	\$ 44,800,000		\$ 44,800,000	
WIT	\$ 1,907,387		\$ 1,907,387	
<b>Excess Indemnity Policy (Umbrella) - Hanover</b>		\$ 23,303		\$ 27,050
\$5,000,000 Limit				
Excess over general liability, auto, employers liability and educators legal liability				
<b>Non-Owned Aircraft Liability - Arch Insurance - (Including Extended TRIA 2012)</b>		\$ 7,000		\$ 7,350
<b>Foreign Liability - Travelers</b>		\$ 5,061		\$ 8,109
\$1,000,000 Limit				
Rating Basis: Number of Trips	26		53	
Includes Foreign Travel Assistance Services				
<b>Pollution Liability - \$1,000,000 Limit - ACE (3 Year Prepaid Pol 11/3/11 to 10/1/14)</b>		\$ 7,705	(annual premium)	\$ 7,705
<b>Student Healthcare - Professional Liability</b>		\$ 18,952		\$ 19,151
\$1,000,000 Each Claim / \$5,000,000 Aggregate Limit				
Based on Number of Students	1,619		1,636	
<b>IMA Fee</b>		\$ 60,000		\$ 60,000
<b>SUBTOTAL</b>		<b>\$ 600,697</b>		<b>\$658,952</b>
<b>Broadcasters Legal Liability (3 Year Policy expires 10/1/13)</b>		\$ 2,850		\$ 2,850
<b>Sports Accident Insurance - Columbian Life</b>		\$ 77,500		\$ 68,250
Excess over athlete's personal insurance - \$2,000 ded				
Excess Accident Medical Expense - \$75,000				
NCAA Catastrophic Insurance takes over at \$75,000				
<b>TOTAL</b>		<b>\$681,047</b>		<b>\$730,052</b>

**Agenda Item No. V. B. 4.**  
**Washburn University Board of Regents**

SUBJECT: Midwest Training Center for Climate and Energy Controls Technology

DESCRIPTION:

Washburn Institute of Technology is requesting approval to purchase training equipment for the creation of the Midwest Training Center for Climate and Energy Controls Technology. The training equipment is necessary for the creation of the only Climate and Energy Controls Training Center in the midwestern states of Kansas, Nebraska, Oklahoma, Missouri and Colorado. The ultimate goal for the training center is to offer training to students currently enrolled at Washburn Institute of Technology, but additionally offer customized training to incumbent workers to provide advanced training using some of the most up-to-date training tools in the field.

As of May 22, 2012, there were approximately 1,219 job openings within a 200 mile radius of Topeka in the field of heating, ventilation and air conditioning.

The TRANE CORPORATION along with SNAP-ON TOOLS are cooperating partners in this training center. The total amount of the training system purchase is \$ 279,528.

FINANCIAL IMPLICATIONS:

The purchase is funded through a \$279,528 grant from the Kansas Department of Commerce along with projected savings from prior approved capital improvement projects for Washburn Institute of Technology.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the expenditure of Kansas Department of Commerce grant funds for the purchase of equipment from Trane Corporation and Snap On Tools to be installed into the Midwest Training Center for Climate and Energy Controls Technology located at Washburn Institute of Technology, 5724 SW Huntoon Street, Topeka, KS.

\_\_\_\_\_  
Date

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Jerry B. Farley, President

**Agenda Item No. V. B. 5.**  
**Washburn University Board of Regents**

SUBJECT: Purchase of Simulator for School of Nursing

DESCRIPTION:

A new simulator is needed for the School of Nursing. Noelle is the most advanced birthing simulator on the market. Its tetherless technology allows the communications and power supply to be inside the mannequin, eliminating the need for external wires and compressors. The Noelle simulator operates continuously during transport and training can occur in multiple environments. The School of Nursing's previous Noelle birthing simulator is no longer functioning, and the School has begun the semester without an Obstetrical simulator. Most nursing schools comparable in size to the School of Nursing, have more than 3 high fidelity simulators at their disposal. The School of Nursing currently has more than 300 BSN students and over 100 MSN and doctoral students. Although the cost of the simulator is quoted at more than \$50,000, the company will provide faculty training without charge and will also buy back the non-functioning Noelle simulator.

FINANCIAL IMPLICATIONS:

Cost for the Noelle simulator will be through FY13 Equipment funds (\$45,000) and the remaining \$8,577 will be provided through School of Nursing unrestricted funds.

Board policy permits the chair and vice chair to approve the award of a contract prior to the next Board meeting due to time constraints. The Board, at its next regular meeting may then ratify this action.

The Board chair and vice chair have approved the purchase of the simulator in the amount of \$53,577.

RECOMMENDATION:

President Farley recommends the Board of Regents ratify the purchase of the Noelle simulator in the amount of \$53,577.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jerry B. Farley, President

**Agenda Item No. V. B. 6.**  
**Washburn University Board of Regents**

SUBJECT: AT&T Phone System Maintenance Agreement

DESCRIPTION:

The Washburn phone system maintenance contract with AT&T has expired and is up for renewal. The original maintenance contract was priced at \$78,403 per year for the last six years. The cost of the new contract is \$90,507 per year and is only for one year, so we can reevaluate as appropriate. Our current contract will go to a month-to-month agreement and new pricing goes into effect October 1, 2012. The new contract for the Washburn phone system includes parts and labor, same day response and 24 hour emergency service. We have experienced very good support from AT&T and wish to continue our maintenance contract. The new contract has increased in price due to additional features (upgrades), added capacity over the last six years and a general increase in maintenance cost over the six year period. To manage this rise in costs, we have elected to drop support for desktop phones and to reduce the number of licenses and physical ports on the system. The \$90,507 per year cost reflects these changes.

FINANCIAL IMPLICATIONS:

An expenditure of \$90,507 for renewal of the phone maintenance contract with AT&T will be paid from ITS operational funds.

RECOMMENDATION:

President Farley recommends the Board of Regents approve renewal of the AT&T phone maintenance contract in the amount of \$90,507.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jerry B. Farley, President

**Agenda Item No. V. B. 7.**  
**Washburn University Board of Regents**

SUBJECT: Standby Power for WARN System at KTWU – Project FS-68944

DESCRIPTION:

The Warning, Alert, and Response Network Act (WARN Act) was passed by Congress in 2006. This federally mandated project from the Department of Homeland Security directed the FCC to require public broadcast television licensees to install the necessary equipment to enable transmitters to receive and retransmit system alerts. A back-up electric generator is needed for the operation of critical equipment during a power outage. It is essential that KTWU has the ability to broadcast for at least 72 hours during a power outage.

The ability to provide back-up electrical power to KTWU equipment is essential to the University’s ability to operate in compliance with the WARN program requirements. The WARN Act has provided Washburn with \$179,919 in grant funds to help accomplish this broadcast objective.

This proposal is for installation of a 300 KW generator to be located on the northwest side of the KTWU building on campus. Bids were requested from five contractors. The following bids were received:

<u>Bidder</u>	<u>Bid</u>
<b>McElroy Electric</b>	<b>\$160,400</b>
Ace Electric	\$191,835
Davin Electric	\$192,000
Current Electric	\$193,690
D.L. Smith	\$241,175

FINANCIAL IMPLICATIONS:

Funds for the generator will be from the PBS Grant Fund of the WARN Act allocation.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of a contract to McElroy Electric, in the amount of \$160,400, for installation of the generator at KTWU.

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Date

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Jerry B. Farley, President

**Agenda Item No. V. B. 8.**  
**Washburn University Board of Regents**

SUBJECT: Real-Time PCR Instrumentation to Support WU Forensic Chemical Science Program

DESCRIPTION:

In its current budget the State of Kansas approved a funding line in the amount of \$175,000 to purchase equipment to enhance the forensic sciences at Washburn University. The Biology and Chemistry Departments agreed to split the funds for the purchase of “Biology” and “Chemistry” equipment that will be used in discipline-specific courses that support the forensic sciences. This agenda item details the portion of the funds to be spent by the Biology Department in the amount of \$86,351 that was approved prior to this Board meeting as described below. A separate agenda item describes the use of \$87,145 to be spent by the Chemistry Department.

The Biology Department received a quote from Life Technologies, Inc. to purchase Real-Time Polymerase Chain Reaction (RT-PCR) instrumentation to enhance the biology laboratory courses that support the B.S. in Forensic Chemical Science degree program. RT-PCR, also known as quantitative PCR (qPCR), is a technology that has many applications within the biological sciences including, but not limited to, biomedical research, biotechnology and forensic biology. RT-PCR analyzes specific genetic information in “real-time” or “live” and thus is much faster than traditional PCR technologies. The sensitivity and specificity of the technology permits its use in generating DNA profiles of individuals, a process known as DNA fingerprinting, which is a fundamental tool in forensic science.

Life Technologies was identified and approved by the WU Purchasing Department as a sole source vendor primarily because the Kansas Bureau of Investigations (KBI) uses the same instrumentation that is in the Biology Department quote. Students who use the Biology Department equipment from Life Technologies will be able to transition easily into internships or jobs at the KBI. Using the same equipment and technology also permits future collaborations between Washburn University and the KBI both in terms of education and research.

FINANCIAL IMPLICATIONS:

Funding for this equipment is through the Kansas State funding of \$175,000 for forensic equipment.

Board policy permits the chair and vice chair to approve the award of a contract prior to the next Board meeting due to time constraints. The Board, at its next regular meeting may then ratify this action.



The Board chair and vice chair have approved the purchase of the equipment in the amount of \$86,351 for the Biology Department.

RECOMMENDATION:

President Farley recommends the Board of Regents ratify the purchase of forensic equipment in the amount of \$86,351.

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Date

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Jerry B. Farley, President

**Agenda Item No. V. B. 9.**  
**Washburn University Board of Regents**

SUBJECT: Trace Comparison Microscope for WU Forensic Chemical Science Program

DESCRIPTION:

In its current budget the State of Kansas approved a funding line in the amount of \$175,000 to purchase equipment to enhance the forensic sciences at Washburn University. The Biology and Chemistry Departments agreed to split the funds for the purchase of “Biology” and “Chemistry” equipment that will be used in discipline-specific courses that support the forensic sciences. This agenda item details the portion of the funds to be spent by the Chemistry Department in the amount of \$87,145. A separate agenda item describes the use of \$86,351 spent by the Biology Department. The Chemistry Department is requesting approval to purchase a Leeds Forensic Systems’ trace comparison microscope for education, research, outreach, and program accreditation by the American Academy of Forensic Sciences’ Forensic Science Education Program Accreditation Commission (FEPAC). Microscopy is a fundamental skill recognized by FEPAC, and trace comparison microscopy is a significant source of evidentiary data generated by forensic laboratories. Forensic science students will gain hands-on experience using Leeds evidential quality instrumentation in laboratory courses, in research, and through collaboration with the Kansas Bureau of Investigation and other forensic labs.

Leeds instrument was chosen for its consistency and compatibility with state and private forensic laboratory comparison microscopes and its flexibility to be used either in educational laboratories or in forensic research. According to forensic scientists, this comparison microscope is the most precise, repeatable and accurate of trace microscopes currently in the market – qualities essential for research and evidentiary analysis. The total amount of the trace comparison microscope is \$87,145.

FINANCIAL IMPLICATIONS:

The purchase is to be covered by Kansas State funding of \$175,000 for forensic equipment.

RECOMMENDATION:

President Farley recommends approval to award a contract to Leeds Forensics Systems in the amount of \$87,145 for purchase of the equipment.

\_\_\_\_\_  
Date

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Jerry B. Farley, President

**Agenda Item No. V. C. 1.**  
**Washburn University Board of Regents**

SUBJECT: Report of Purchases between \$25,001 and \$50,000

BACKGROUND:

At the March 8, 2001 Board of Regents Budget and Finance Committee meeting, the administration presented an item for discussion to increase the Board expenditure approval limit from \$25,000 to \$50,000. The increase was approved by the Board of Regents at its May 9, 2001 meeting.

DESCRIPTION:

In compliance with that approval and to ensure the Board fully complies with its fiduciary responsibilities, the Board of Regents requested all items approved by the administration between \$25,001 and \$50,000 be listed each month and included for information.

FINANCIAL IMPLICATIONS:

These expenditures are in line with current year budgets.

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Date

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Jerry B. Farley, President

<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
Petro Public Restroom Upgrade West side - Project #C13009 Facilities Services Competitively Bid-Three Bids Received Award to lowest price bid FY 2013 Capital Improvement Funding	Kelley Construction Co Topeka, KS	\$34,830
Annual Elevator Maintenance Agreement for 29 elevators on WU campus. Facilities Services General Funding	ThyssenKrupp Elevator Lenexa, KS	\$26,710
Computer System Purchases for Washburn Institute of Technology Contract approved at the May Board of Regents meeting. FY 2013 Technology Equipment Funding	ISG Technology Inc Topeka, KS	\$42,636



## **INFORMATION ITEM**

### **V. C. 2.**

#### **Summary of Academic Year 2011-2012 Program Review**

For the past twenty years, Washburn University departments have engaged in a process of self-study and peer review known as "program review." Program review provides the opportunity for every program to evaluate its effectiveness and to be evaluated by others on a regular basis. Part introspection and part peer review, Washburn's program review process is an important component of the University's administrative processes.

Every department (academic and administrative) is reviewed on a five-year cycle. Departments that are being reviewed in a given year begin by conducting an internal self-study, looking at mission, goals and objectives, outcomes, strengths and weaknesses, and then suggest plans for improvement over the next five years. This self-study, which also serves as preparation for University and (where appropriate) program accreditation, is presented as a report to the Program Review Committee, which is chaired by the Vice President for Academic Affairs, the Vice President for Administration and Treasurer and the Vice President for Student Life. The committee has a campus-wide representative membership of faculty and staff.

Copies of the Executive Summary and the Program Review Committee's Response for each of the units under review are provided. The summary of the program review discussion for each of the academic units under review are also provided. The complete program review self-study reports for each unit are on file in the Academic Affairs Office.

#### **Units Reviewed and Committee Response in AY2011-2012**

As per the stipulations outlined in the program review guidelines, we are forwarding the 2011-2012 results.

Three units received the highest rating of "Exceeds Expectations."

Sixteen units received the rating of "Meets Expectations."

One unit received the rating of "Generally Meets Expectations"

Six units were asked to provide progress reports to specifically inform the committee or progress in areas identified as needing further attention or improvement.

If you have any questions or comments, please feel free to contact us.

Sincerely,

Rick Anderson, Chair

Denise Ottinger, Chair

Randy Pembroke, Chair

**List of units reviewed and the committee response:**

(Highlighted units will provide progress reports before their next 5 year report cycle.)

Unit	Reports to	Rating *	Next Report	Progress Report Topic
UMAPS	Rick Anderson	Meets Expectations	5 yrs (2016)	
Risk and Safety	Rick Anderson	Meets Expectations	Fall 2013 progress report; 5 yrs (2016)	Development of an emergency access plan and on an assessment plan
Purchasing	Rick Anderson	Meets Expectations	5 yrs (2016)	
Institutional Research	Cynthia Hornberger	Meets Expectations	5 yrs (2016)	
University Registrar	Richard Liedtke	Meets Expectations	Fall 2013 progress report; 5 yrs (2017)	Progress report on assessment plan and process
Student Services	Denise Ottinger	Meets Expectations	5 yrs (2016)	Progress report on assessment plan and process
Human Resources	Randy Pembrook	Exceeds Expectations	5 yrs (2017)	
Financial Aid	Richard Liedtke	Meets Expectations	5 yrs (2017)	Progress report on assessment plan and process
Budget	Rick Anderson	Exceeds Expectations	5 yrs (2016)	
School of Business	Randy Pembrook	Meets Expectations	(2018)	
Criminal Justice/Legal	Randy Pembrook	Meets Expectations	5 yrs (2017)	
Communication	Randy Pembrook	Meets Expectations	5 yrs (2017)	
Computer Info Services	Randy Pembrook	Meets Expectations	2013 progress report; 2015 progress report; (2017)	Generate scholarship strategy; Develop a recruitment and retention plan.
History	Randy Pembrook	Meets Expectations	(2017)	
Human Services	Randy Pembrook	Meets Expectations.	(2017)	
Music	Randy Pembrook	Meets Expectations	(2017)	
Political Science	Randy Pembrook	Generally Meets Expectations	Progress Report (2014)	Build Strategic vision for the department which has a recruitment strategy. Assessment processes should be developed.
Social Work	Randy Pembrook	Meets Expectations	(2017)	
University Library	Randy Pembrook	Exceeds Expectations	5 yrs (2016)	

WTE	Randy Pembroke	Meets Expectations	5 yrs (2016)	
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Approved by committee  
4/15/11

### Program Review Rating System

#### **Exceeds Expectations**

Identify why this unit is exemplary

Make recommendations for goals for next 5 years

#### **Meets Expectations**

Make recommendations for areas to strengthen and/or improve

Make recommendations for goals for next 5 years

#### **Generally Meets Expectations with the Following Concerns**

Make recommendations for areas to strengthen and/or improve

Make recommendations for goals for next review

Next review:

#### **Does Not Meet Expectations**

Identify areas of deficiencies and concerns

Make recommendations for goals for next review

Next review: