



OFF-SITE DELIVERY OF AN EXISTING PROGRAM FORM

Sponsoring Institution (s): North Central Missouri College
 Name of Institution (Campus or off-campus residential center in the case of multi-campus institutions).

Program Title: Manufacturing Skills
Degree/Certificate: Manufacturing Skills Certificate
Institution Granting Degree: North Central Missouri College
Delivery Site(s): Northwest Technical School
Mode of Program Delivery: traditional lecture

Geographic Location of Student Access: Maryville, MO

CIP Classification: 15.0503 (Please provide CIP code)
Implementation Date: Summer, 2017
 Semester and Year
Cooperative Partners: Northwest Technical School, Nodaway County Economic
 Development organization

AUTHORIZATION

Dr. Sharon Weiser, Interim VP/Dean of Instruction		
Name/Title of Institutional Officer	Signature	Date
Dr. Sharon Weiser	660-357-1300	
Person to Contact for More Information	Telephone	



STUDENT ENROLLMENT PROJECTIONS

Year	1	2	3	4	5
Full Time	0	0	0	0	0
Part Time	24	24	0	0	0
Total	24	24	0	0	0

Please provide a rationale regarding how student enrollment projections were calculated:

Following the request by local educational and business organizations to consider offering the MoSTEMWINS grant program in Maryville, informational sessions were held with representatives of manufacturing companies and with individuals. The grant funds are specifically to help manufacturers meet an immediate training need. We currently do not expect this to be a long-term program at the location. Given the short-term nature of this request to coincide with the remaining timeframe of the MoSTEMWINS grant, the planned sequence of courses calls for only one course per term. We anticipate the majority, if not all, of participants to be part-time students simultaneously employed in the manufacturing sector. As of this writing, more than enough individuals have expressed interest and completed preliminary paperwork to fill the first course. One company has asked us to consider offering a second course per term, if feasible, for future terms.

Provide a rationale for proposing this program, including evidence of market demand and societal need supported by research:

NCMC is part of a consortium of Missouri community colleges that received federal funding to support a training program called MoSTEMWINS. The grant is part of the U.S. Department of Labor's Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program that brings the state's public two-year institutions together with the State

www.dhe.mo.gov • info@dhe.mo.gov



Technical College of Missouri to improve the way they educate adult learners. Included in NCMC's grant strategies is to help meet manufacturers' immediate training needs by using flexible course scheduling, customized delivery methods, and curriculum additions based on industry needs.

Recently, the Maryville R-II School District, including the Northwest Technical School, and the Nodaway County Economic Development organization asked NCMC to consider opportunities to bring technical training to Maryville in response to recently expressed industry training needs. Please see attached letters of support.

NCMC's Manufacturing Skills Certificate was created approximately three years ago and was quickly identified as a candidate program to meet this immediate need. MoSTEMWINS funding will allow the college to support this existing program at an off-site location (Maryville) that is currently an approved location. The remaining funding available through the grant only allows us to offer these courses through March, 2018. Even though current plans are to only offer the program during the grant period, utilizing the grant funding now provides tuition waivers to qualified participants and also supports the expense associated with instruction and travel.

Not only will industry and employers benefit through newly skilled workers, students/participants benefit by the opportunity to obtain specific college level instruction/college credit and certifications not currently available in their area. Additionally, if a student would like to continue their post-secondary education, the Manufacturing Skills Certificate was designed as a stackable credential as its coursework is also embedded/stacked into higher level certificates and an AAS degree at NCMC.

This request simply is to allow NCMC to offer a previously approved program at another previously approved outreach location at least through the duration of MoSTEMWINS grant.

proposed through this request. Grant funding supports instructor and staff time and benefits, while students or employers are responsible for associated course fees and any non-waived tuition.

www.dhe.mo.gov • Info@dhe.mo.gov

205 Jefferson Street, P. O. Box 1469, Jefferson City, MO 65102 • (573) 751-2361 • (800) 473-6757 • Fax (573) 751-6635

Form FP – Financial Projections



PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

Institution Name North Central Missouri College
Program Name Manufacturing Skills Certificate
Date Summer, 2017

(Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below. Quantification of performance goals should be included wherever possible.)

1. Student Preparation

- Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.

No special preparations or student qualifications are required for an individual to enroll in the program courses. However, if a student meets certain eligibility requirements under the terms of the MoSTEMWINS grant requirements, that student could receive a tuition waiver for certain program courses.

- Characteristics of a specific population to be served, if applicable.
We expect incumbent workers to be the majority of program students served in the immediate future. Many area manufacturers and the county economic development agency have requested these courses as an opportunity to skill-up their workforce and to provide basic, entry-level skills for inexperienced or low-skilled workers.

2. Faculty Characteristics

- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.
Four of the six certificate courses include content from the Manufacturing Skill Standards Council (MSSC). MSSC is a nationwide system based upon industry-defined and federally endorsed standards. Such content is to be delivered by an MSSC certified instructor. Our MSSC certified faculty member will be the instructor for those courses.
- Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.
At least 13 of the required 16 credit hours (81%) are currently planned to be taught by a full time faculty member.

www.dhe.mo.gov • info@dhe.mo.gov

205 Jefferson Street, P. O. Box 1469, Jefferson City, MO 65102 • (573) 751-2361 • (800) 473-6757 • Fax (573) 751-6635



- Expectations for professional activities, special student contact, teaching/learning innovation.

As part of the MoSTEMWINs innovations, a full-time student support and retention specialist will be assigned to participating students. This staff position works closely with program faculty to monitor and encourage student retention/completion and allows for dedicated and intensive student support, as needed, during the program.

3. Enrollment Projections

- Student FTE majoring in program by the end of five years.
Consistent with the conservative enrollment projections, we expect all students enrolled in this program at this location to be a declared major in the program.
- Percent of full time and part time enrollment by the end of five years.
We expect 100% of students to be part-time enrolled in this program given the short-term nature of this request and the planned sequence of individual courses.

4. Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.
Given the short-term nature of this program to meet immediate employer needs and grant funding only through early 2018, we do not currently expect any additional graduates after the first two years.
- Special skills specific to the program.
Five industry-recognized credentials are available to students during this program.
- Proportion of students who will achieve licensing, certification, or registration.
Four of six program courses have national certification associated with each course. Students successfully earning those four individual MSSC certificates will receive a fifth certification, the Certified Production Technician certificate issued by MSSC. Since the majority of expected students will be currently employed workers in the manufacturing field, we expect a high percentage of students receiving at least one national certification.
- Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.
Given previous experience with MSSC-related courses for incumbent workers, we estimate at least 80% will achieve minimal cut-scores on MSSC course assessments.

www.dhe.mo.gov • info@dhe.mo.gov

205 Jefferson Street, P. O. Box 1469, Jefferson City, MO 65102 • (573) 751-2361 • (800) 473-6757 • Fax (573) 751-6636

- Placement rates in related fields, in other fields, unemployed.
We expect the majority, if not all, of participants to be part-time students simultaneously employed in the manufacturing sector. Any non-incumbent worker/student completing the program will have newly gained, employer requested skills. Therefore, placement in related fields should be very high.
- Transfer rates, continuous study.
This college certificate is not necessarily designed to transfer. However, continuous study might be considered by some since this coursework is embedded/stacked into another certificate and AAS degree at NCMC.

5. Program Accreditation

- Institutional plans for accreditation, if applicable, including accrediting agency and timeline. **If there are no plans to seek specialized accreditation, please provide a rationale.**
This certificate program has already been approved by HLC.

6. Alumni and Employer Survey

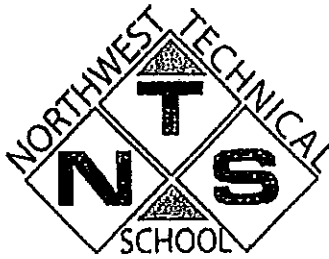
- Expected satisfaction rates for alumni, *including timing and method of surveys.*
Our goal will be 100% alumni satisfaction as completers will be surveyed 180 days after graduation.
- Expected satisfaction rates for employers, including timing and method of surveys.
Employer engagement and satisfaction will be measured through Advisory Committee meetings and on-going individual conversations with company representatives that send/financially support their students/workers as well as others that might hire any unemployed students/completers.

7. Institutional Characteristics

- Characteristics demonstrating why your institution is particularly well-equipped to support the program.
North Central Missouri College has been delivering MSSC related and instructor-certified coursework for a number of years. We have had, and continue to utilize, employer involvement in the design and demand for these courses and certificate program. Our current instructor has over 30 years of experience in the manufacturing sector and has previously delivered this curriculum and program to students including both traditional and incumbent workers. Based upon our experience with these programs, overall employer engagement and outreach, and dedicated program funding through the statewide MoSTEMWINs effort, we expect a successful effort to meet the demand from area stakeholders.

www.dhe.mo.gov • info@dhe.mo.gov

205 Jefferson Street, P. O. Box 1469, Jefferson City, MO 65102 • (573) 751-2361 • (800) 473-6757 • Fax (573) 751-6635



Office of the Director
1515 South Munn
Maryville, MO 64468-2757
Phone: 660-562-3022
Fax: 660-562-2010

December 1, 2016

Missouri Department of Higher Education,

Northwest Technical School partners with our local industries in the Maryville area on many ventures throughout the school year. We have leaders from business and industry serve on our program advisory committees and we have leaders from our school attend their plant manager and HR meetings throughout the year to help understand and meet local industry needs. One thing that was brought up by our local business and industry leaders early this fall was the need to be able to access training for their employees that could also be counted for college credit towards an associates and possibly even a four year college degree.

Northwest Technical School has had a close working relationship with North Central Missouri College from many years. Because of this, I contacted them to see if they could help meet this market and societal need that our industries were wanting.

So, Northwest Technical School is seeking to partner with North Central Missouri College and have their instructors deliver technical training classes on our campus for our industry partners. This will allow students to attain college credit that focuses on technical training locally in a schedule that is friendly to working students. The MO STEM WINS grant allows us the opportunity to work with North Central Missouri College so they can provide and deliver courses that benefit our institution and students, in a cost effective manner.

I hope the background given above explaining how this process started, along with our support for this, will help in granting North Central Missouri College to be able to deliver their courses here on the Northwest Technical School campus.

Best Regards,

A handwritten signature in black ink, appearing to read "Jeremy Ingraham", written over a horizontal line.

Jeremy Ingraham
Director – Northwest Technical School

December 15, 2016



Missouri Department of Higher Education
205 Jefferson Street
Jefferson City, MO 65102

Dear Sir/Madame,

Nodaway County Economic Development is in full support of North Central Missouri College's certified production technician program. This program is the much needed solution to a major problem our manufacturers have been facing. The manufacturing community of Nodaway County meets every 6 to 8 weeks to discuss major issues they are facing; a consistent concern has been finding the following expertise: maintenance, quality control, production processes and safety.

The Nodaway County manufacturing group met with the Maryville R2 School district and the Northwest Technical School to discuss possible training programs. The staff at the technical school connected with Jason Helton at North Central Missouri College. After several meetings with local educators and the college personnel our manufacturing group decided this program could help them meet their needs.

This program will provide our incumbent works the opportunity to expand their capabilities while providing them with additional credentialing and college credit. MoSTEMWIN's fund make this program affordable and attainable for our manufacturers.

Best Regards,



Josh McKim
Executive Director

408 N Market – Maryville, Missouri 64468

660.582.4490 developer@nodaway.biz www.nodaway.biz