Tiered/Non-Tiered Course Designation Process

Process for Determining "Tiered" (T) or "Non-Tiered" (N) Course Designations

The Kansas Postsecondary Technical Education Authority was charged by the 2007 Kansas Legislature to develop a new approach to funding technical education. The new funding approach was to be developed based on

1. rates that are tiered to recognize and support cost differentials in providing high-demand, high-tech training,
2. take into consideration target industries critical to the Kansas economy,
3. be responsive to program growth, and
4. include other factors and considerations as deemed necessary or advisable

Definitions and guidance for the determination of course "tiering" were provided as follows per statute **K.S.A. 71-1802—Definitions for Non-tiered and Tiered Courses** . . . . . .

*(f) ''**Non-tiered course''** means any postsecondary credit-bearing course offered by an eligible institution and identified by the state board as not meeting the definition of a tiered technical course. Non-tiered courses include courses that are generally designed to:*

(1) Contribute to academic knowledge or skills across multiple disciplines and occupations, such as communication, writing, mathematics, humanities, social or behavioral science and natural or physical science courses, some of which may be considered for transfer as general education credit toward a baccalaureate degree;

(2) contribute to general knowledge or skills in areas such as critical thinking and reasoning, problem solving, use of technology and teamwork skills;

(3) provide instruction in basic or foundational skills necessary for individuals to effectively participate in technical programs;

(4) prepare individuals for certification or licensure exams or re-certifications and skill updates; or

(5) allow individuals to explore various career opportunities. Seminars, workshops or other courses that are supplemental to the primary instruction required for the occupationally specific technical program shall be considered non-tiered courses, unless otherwise specified by the state board.

*(j) ''**Tiered technical course''** means a postsecondary credit-bearing course included in the sequence of courses comprising a technical program, which course is itself designed to provide competency-based applied instruction to prepare individuals with occupationally specific*

knowledge and skills necessary for employment, and which the state board has identified as a tiered technical course.

Early in the development, it became apparent that the increment for accurately calculating a new cost model needed to be the credit hour attached to each technical education course within an approved technical program, rather than at the program level. As a result, each course title included in the master course list was reviewed and analyzed to determine whether the course should be designated for the tiered technical education funding pool or another funding source. <u>The T or N designation for each course title is applied to every instance of the course title throughout the entire system, not just a single institution or program.</u>

The framework used by KBOR staff to determine whether a course title would be flagged with an N included the following:

⇨ Is the course typically considered a required general education course for associate degrees for most colleges?

⇨ Could the course be considered an appropriate elective/substitute for required general education course for any of the following areas/disciplines: communications, mathematics, humanities, social or behavioral science, natural or physical science?

⇨ Is the course designed to teach general or foundational skills/concepts applicable across multiple disciplines (both academic and/or technical)? (Examples: writing, speaking, reasoning, problem solving/critical thinking, use of technology, workplace skills, job seeking strategies, etc.)

⇨ Is the course designed to teach general or foundational skills/concepts only in an applied manner? (Examples: Math for Welders, Writing for Technical Occupations, Engineering Physics, Spanish in the Workplace, Interpersonal Skills)

⇨ Is the course title likely to be used for a course in a non-technical program? (Example: Design Theory, Drawing I, Advanced Keyboarding)

⇨ Is the course designed to provide the opportunity for students to develop basic or remedial skills necessary to effectively participate in the technical program?

⇨ Do course enrollments predominantly consist of undecided, AA, AA, AGS majors in addition to technical program majors?

⇨ Is the course designed to prepare students for end of program or certification/ licensure exams, update skills, re-certifications, career exploration?

⇨ Is the course a seminar, workshop, practicum or other course typically supplemental to the primary instruction required for the occupationally specific technical program?

⇨ Is the course considered a system-level transfer course?

The framework used by KBOR staff to determine whether a course title would be flagged with a T included the following:

⇨ Is the course technical in nature and does the title identify the specific occupational program to which the course is tied/linked?

⇨ Is the course included in an approved technical program?

⇨ Is the course in the technical core required for program completion or only a closely related technically oriented elective course in the program sequence?

⇨ Does the course require extraordinary resources to deliver effectively?

⇨ Do course enrollments predominantly consist of technical program majors?

⇨ Do the course outcomes include specific occupational skills? Does the occupation require a baccalaureate degree?

The framework was not designed to represent every situation for every technical course at every institution in all technical programs across Kansas. Because the initial assignment of the "T" and "N" flag to all courses throughout the state was not an entirely objective process, an appeal process was put in place to allow institutions to request a review of and potential change in a course designation. This appeal process occurred frequently in the initial phase, especially as courses-within-programs (CWP) were being developed for all technical programs. In most cases institutions were asked to supply additional information regarding the course (such as the course description, syllabus, and competencies) for further review and analysis by KBOR staff. Institutions making this request were reminded that the T or N designation for each course title is <u>applied to every instance of the course title throughout the entire system, not just at their institution or for their program.</u>

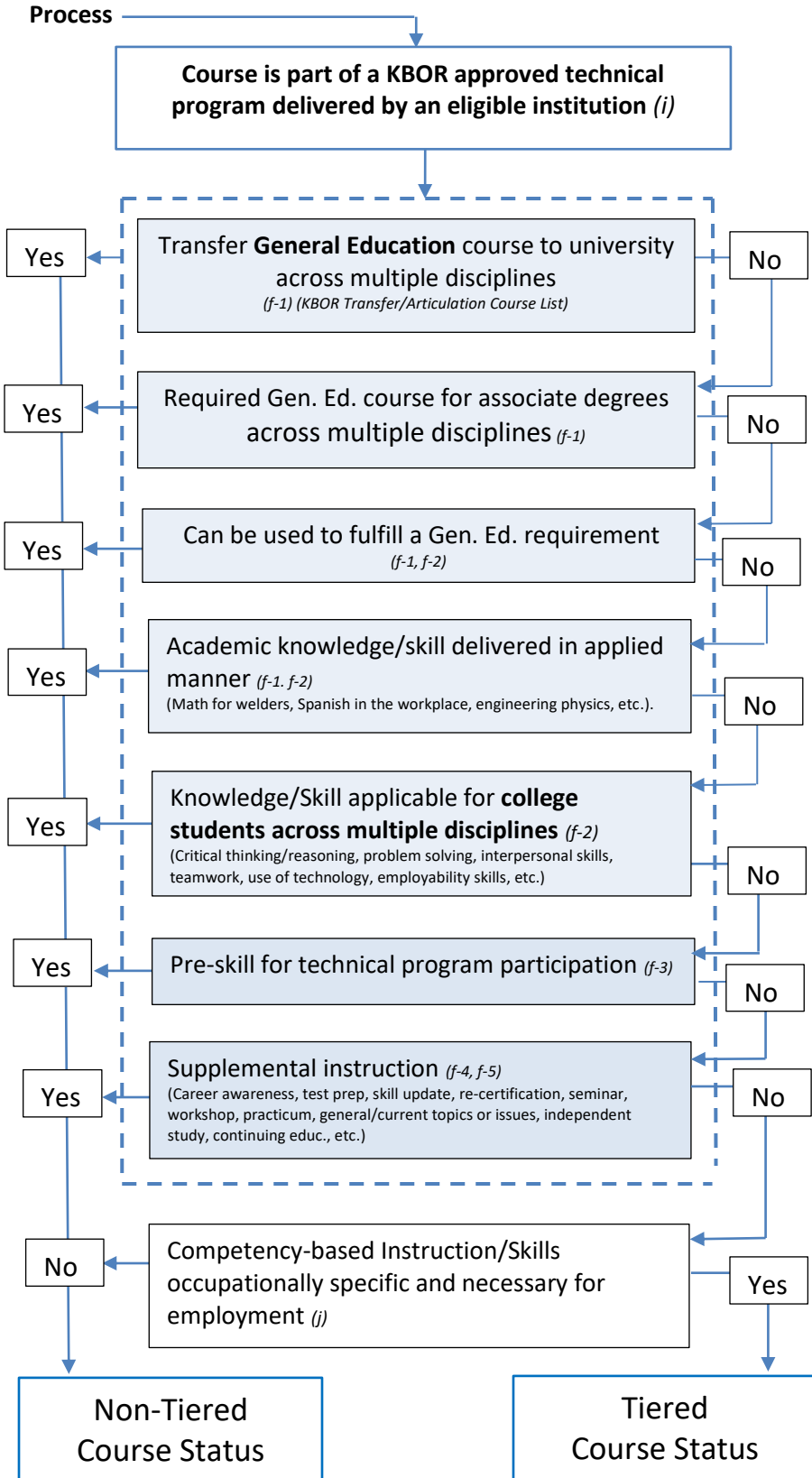**Current process for new/modified courses added to Course Inventory (CI):**

⇨ Institutions enter new/modified course title and information into the course inventory (CI) system.

⇨ CI system email is sent to KBOR staff for review and analysis of the course information.

⇨ Utilizing the statute definition and framework, KBOR staff attaches either the T or N flag to the course. The course is added into CI and available for use by the institution to construct the courses-within-programs (CWP) course sequence for any program of study.

⇨ Institutions requesting a change of the T or N designation for a specific course (new or existing course) send a request to KBOR staff.

⇨ Upon receipt of the request, KBOR staff researches similar courses and course titles in the system for consistency and may request additional information to be submitted (course description, syllabus, competencies, etc.).

⇨ After reviewing and discussing the information submitted and research from system, KBOR staff contacts the requesting institution for further discussion and provides the explanation/rationale for making or not making the change in classification.

⇨ If it is determined a change is to be made, Workforce Development/CTE staff notifies IR staff to make the change in the CI system.

The following flow chart is a representation of how the statute definition and framework is applied to each course submitted for determination of Tiered or Non-Tiered status.

Additional resources regarding funding for Two Year institutions can be found on the KBOR website at: http://data.kansasregents.org/support/training/ .

Review Process for
Tiered/Non-Tiered Course Status

Process ───────

Statute—K.S.A. 71-1802

Course is part of a KBOR approved technical program delivered by an eligible institution *(i)*

Yes ← Transfer **General Education** course to university across multiple disciplines *(f-1) (KBOR Transfer/Articulation Course List)* → **No**

Yes ← Required Gen. Ed. course for associate degrees across multiple disciplines *(f-1)* → **No**

Yes ← Can be used to fulfill a Gen. Ed. requirement *(f-1, f-2)* → **No**

Yes ← Academic knowledge/skill delivered in applied manner *(f-1. f-2)* (Math for welders, Spanish in the workplace, engineering physics, etc.). → **No**

Yes ← Knowledge/Skill applicable for **college students across multiple disciplines** *(f-2)* (Critical thinking/reasoning, problem solving, interpersonal skills, teamwork, use of technology, employability skills, etc.) → **No**

Yes ← Pre-skill for technical program participation *(f-3)* → **No**

Yes ← Supplemental instruction *(f-4, f-5)* (Career awareness, test prep, skill update, re-certification, seminar, workshop, practicum, general/current topics or issues, independent study, continuing educ., etc.) → **No**

No ← Competency-based Instruction/Skills occupationally specific and necessary for employment *(j)* → **Yes**

Non-Tiered Course Status

Tiered Course Status

(i) Technical Program: means any program of study comprised of a sequence of tiered technical courses and non-tiered courses, which program is identified by the state board as a technical program for funding purposes. Technical programs must:

- *Be designed to prepare individuals for gainful employment in current or emerging technical occupations requiring other than a baccalaureate or advance degree;*
- *lead to technical skill proficiency, industry-recognized credential, certificate or associate degree; and*
- *Be delivered by an eligible institution.*

(f) Non-Tiered Course: means any postsecondary credit-bearing course offered by an eligible institution and identified by the state board as not meeting the definition of a tiered technical course. Non-tiered courses include courses that are generally designed to:

1. **Contribute to academic knowledge or skills across multiple disciplines and occupations,** such as communications, writing, mathematics, humanities, social or behavioral science, and natural or physical science, some of **which may be considered for transfer as general education credit toward a baccalaureate degree;**
2. **contribute to general knowledge or skills** in areas such as critical thinking and reasoning, problem solving, use of technology, and teamwork skills**;**
3. **provide instruction in basic or foundational skills necessary for individuals to effectively participate in technical programs;**
4. **prepare individuals for certification or licensure exams or re-certifications and skill updates;** or
5. **allow individuals to explore career opportunities.** Seminars, workshops or other courses that are **supplemental to the primary instruction required for the occupationally specific technical program** shall be considered non-tiered courses, unless otherwise specified by the state board.

(j) Tiered Technical Course: means a postsecondary credit bearing course included in the sequence of courses comprising a technical program, which course is itself designed to provide:

- **Competency-based applied instruction**
- *To prepare individuals with **occupationally specific knowledge and skills necessary for employment,** and which the state board has identified as a tiered technical course.*