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| AGENDA/MINTUES |
| Team Name | Program Topics and Processes (PTP) |
| Date | March 8, 2016 |
| Time | 8:30am – 10:00am |
| Location | A-113 and GTM |

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| Facilitator/Recorder | Jenna Wornkey |
| Topic/Notes | Presenter |
| Academic Program of Studies – approved via email, web was updated | Jenna/Brian |
| RemindersLarned Juvenile is now closed. All offerings stopped effective December 2016.Out district courses must have full approval before offering or they will not receive funding.PREP code is only to be used with the designated majors – see attachmentMental Health Tech will be added in the future. | Jenna |
| Several students were surprised to see required Kits with their Painting I and Art Appreciation class. Some dropped Painting I because their scholarships didn’t cover the $115.00 Kits. According to the Bookstore-Ceramics, Painting, Design, Watercolor and Drawing classes all have Kits ranging in price from $12.75 to $115.00. On Scuba Diving we note the $171.68 fee required for class. Since the price of Art Kits fluctuates year to year, can we add a notation (similar to Scuba Diving) in the Bulletin that says, Supplies Required for Class. Additional Fees May be Required.Dean’s will put together lists for the area of courses that need the additional statement. They will respond in one week.  | Karen |
| New Course Status added for tracking.Bill was encouraged to enter all of his courses, that he teaches outside of the college as non- credit, into Banner. Dr. Garrett decided that the courses would be entered into Banner and the student enrollment would be entered in the Max enrollment field because we aren’t allowed to enter the enrollments into Banner. This then raised the questions on 0 enrollment courses are usually canceled. Lori would like to create a new status code to flag that the courses need to be left active even though they are 0. | Lori |
| Medical Administrative Technology – see attached· Remove MDAS 1677 – Healthcare Documentation & Transcription II – 3 credit hours from Major Requirements· Add 3 credit hours to the Major Electives Category bringing electives to a total of 7 credit hoursApproved. | Jane |
| Catalog update | Tana |
| Curriculum Guide Project update | Jenna |
| Follow-up from Admission Process Meetings – see notes and ElaineHS student get major codes and the HS designation and no long need to be entered as NDS. Jenna will schedule this meeting.Elaine is forming a separate meeting to look at major codes with students. Denise will schedule this meeting.. | Jenna |
| Credit Prior Learning – we have to use the new codes per KBOR. We need something in writing that defines what we give CPL for. | Lori |

**KBOR/HLC/ED update**

CAM Update

<http://docs.bartonccc.edu/research/internaldata/Process%20Maps/statusupdates.xlsx>

Let’s review upcoming new projects:

* Scales
* Special Education Certificate

Let’s discuss:

* Jenna KBOR Update
* Myrna HLC/Department of Education Update