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| AGENDA/MINTUES |
| Team Name | Program Topics and Processes (PTP) |
| Date | October 11, 2017 |
| Time | 8:00am – 9:30am |
| Location | A-113 and GTM |

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| Facilitator/Recorder | Jenna Wornkey |
| Topic/Notes | Presenter |
| Revisit from October 2016Transient/Guest Student-A transient student is a student who is seeking a degree or certificate at one college or university (home institution), but taking classes at another college or university (host institution) that will count towards their degree or certificate at their home institution.The group decided to list the definition this way in the data dictionary. Is everyone still satisfied with the verbiage wherever this term is used?GS for guest is used, we can change the definition of it in Banner but not the code.  | Jenna |
| Curriculum Guide Review – Update on checklist | Jenna |
| Bulletin Dates – Fall, Spring , Summer 2019 have been posted<https://internal.bartonccc.edu/ir/process-maps.html>  | Jenna |
| Continued: Can we use the 4.0 quarter hours which are equivalent to 2.66 credit hours to fulfill the 3 credit hour Computer Literacy requirement. Or do all computer transfer courses need to be evaluated first.If the student comes in with 2.66 we will let it fulfill the requirement at Barton for the full 3 credit hours. If it’s anything less than 2.66 than we will evaluate the course and ask the student to take additional credits.Other schools agree that they accept the 2.66 for 3 credit hours. Nothing under that will be accepted without review. Karen will send out an email to advisors with this information.  | Lori |
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**KBOR/HLC/ED update**

CAM Update

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

Let’s review upcoming new projects:

* Scales

Let’s discuss:

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