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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 11/28/2018 |
| Time | 10:30 am – 12:00 pm |
| Location | A-113/Zoom |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | | |
| Team members | | | | | | | | | | Present X  Absent O | |
| x | Ashley Anderson | | o | Erin Eggers | x | Kathy Kottas | | | x | | Jeff Mills |
| x | Whitney Asher | | x | Mary Foley | x | Karen Kratzer | | | x | | Myrna Perkins |
| x | Krystall Barnes | | x | Jane Howard | x | Karly Little | | | x | | Samantha Stueder |
| x | Tana Cooper | | x | Brian Howe | o | Angie Maddy | | | o | | Kurt Teal |
| x | Lori Crowther | | o | Judy Jacobs | x | Claudia Mather | | | x | | Ray Willis |
| x | Caicey Crutcher | |  |  |  |  | | |  | |  |
| Ex-Officio members | | | | | | | | | | | |
| x | Rita Andress | | o | Carol Murphy | o | Dee Ann Smith | | | x | | Jenna Wornkey |
| o | Nicole Berger | | x | Denise Schreiber | o | Brandon Steinert | | |  | |  |
| Guests | | | | | | | | | | | |
| x | Latoya Hill | | x | Terri Mebane |  |  | | |  | |  |
| x | Lindsay Holmes | |  |  |  |  | | |  | |  |
| Topics/Notes | | | | | | | | | | | Reporter |
| Executive Summary: Hazardous Materials Management Program (AAS and Certificate)   * Advisory committee recommended change to remove HZMT 1934 and replace with HZMT 1903 – same number of credit hours | | | | | | | | | | | Lindsay Holmes |
| Executive Summary: Occupational Safety & Health Program (AAS)   * Advisory committee recommended change to remove HZMT 1934 and replace with HZMT 1903 – same number of credit hours | | | | | | | | | | | Lindsay Holmes |
| Executive Summary: Military Logistic Program (Certificate)   * Army has decided to change up the curriculum for military schools * Remove MLTR 1061 and MLTR 1796 * Change the credit hours of MLTR 1626 from 3 to 4 * Change the credit hours of MLTR 1627 from 2 to 1.5 | | | | | | | | | | | Terri Mebane |
| Executive Summary: Military Leadership Program (Certificate)   * Remove BUSI 1751, MLTR 1765 and MLTR 1800 * Change the credit hours of MLTR 1815 from 2 to 3 | | | | | | | | | | | Terri Mebane |
| Executive Summary: Pharmacy Technician Program   * Recommend to change the English requirement since most students have already taken English Comp I and not Business English prior to entering the program * Add English Comp I as an option * Curriculum guide will read English Comp I OR Business English | | | | | | | | | | | Kathy Kottas  Latoya Hill |
| General Education Proposal/Board Meeting Results (keep on agenda each month)   * Next Steps for PTP: Advisement, Website, Curriculum Guides, Degree Works, Catalog, Bulletin of Classes, KBOR, etc. * Grandfather Status * Implementation Timeline: Implementation by April 1, 2020 – Effective 2020-2021 * LICC Subcommittee   + Identified General Education courses, transferability, slot courses into new format, etc.   + Goal is to be done by April 2019   + At January LICC meeting a sub-team will be established * Concourse (New Syllabus Software) – Parallel Project * Board Approved on 11/27/18 | | | | | | | | | | | Brian Howe |
| Power BI Demonstration   * Jeff is working with the Scheduling Matrix to pull it in Power BI * They can set it up so you only see the columns you need to see, they can customize for you * People can be in it at the same time with no issue * Let Caicey know if you want access to use this * No special equipment needed | | | | | | | | | | | Caicey Crutcher |
| Update on KBOR Performance Agreement Indicator 1 – Number of Barton Degrees and Certificates Awarded   * KBOR runs theirs June 1 to May 31 * 2017-18 – 902 awards (certs and degrees), baseline is 946 * 2018-19 – 165 awards as of yesterday, goal is 946 | | | | | | | | | | | Caicey Crutcher |
| Prerequisite List – use for all appropriate courses rather than the all or partial information that’s in the Bulletin   * Advisement would like a list of all classes that have a prerequisite and appropriate test scores * Ray will get the report together * There is a current list online for BOL – Claudia will work with Lori, Karen and Ray so we have one list | | | | | | | | | | | Karen Kratzer |
| Curriculum Guides   * Full Guides & Semester * Industry Tests – mainly in WTCE, certificates listed on the guides, need to be sure this is listed on the guides for next year * Do most have both a full look and a semester look? Academics has no semester guides, Ashley’s area doesn’t have semester guides, other areas – some do some don’t * From an advisement standpoint semester guides are most helpful for them, need to know the sequence and course availability * Other schools have added a legend to their guides to help students know when certain classes are available * In Degree Works there is a planner that we could use | | | | | | | | | | | Elaine Simmons |
| Bulletin of Classes   * Scheduling, Submitting, Proofing & Addendums * When there are mistakes or updates in the bulletin, what is the communication protocol for updating everyone on the changes * We have somewhat of a process with the schedulers and Lori * Brian – could we get to an electronic bulletin so we know it’s always the most current * Put this on another agenda – paper vs. electronic bulletin | | | | | | | | | | | Elaine Simmons  Karen Kratzer  Lori Crowther |
| EduKan/BOL   * Intercession Maximum Discussion * Upcoming Retreat – Dec. 5 at Dodge City * Closing EduKan office in GB in February * BOL – Barton students can only take one intersession class, but EduKan allows more than one, Barton agrees that it is best to take only one intersession class * Napkin (Angie Maddy) – next meeting | | | | | | | | | | | Elaine Simmons |
| Banner 9 – Self Service (Student Pictures)   * We would require students as they admit or after they enroll to submit a picture | | | | | | | | | | | Elaine Simmons  Lori Crowther |
| October 10th Follow-up   * Ag Executive Summary – done * Early Childhood Summary – done * Scheduling Matrix Training – training went well, everyone like it * Accuplacer Next Generation – all scores are in, most CRNs are updated * Combined Enrollment period – done * Swim Lanes – Lori will get swim lanes done * College Catalog – assignments coming in Jan. from Angie and Virginia * Curriculum Guides   + Deadline November 1 Division Leaders   + December 19 Lori Crowther   + 2019 – Start in July; Complete by October 31 * Late Arrivals – October 15 Meeting/Subcommittee – table for later, create a subcommittee | | | | | | | | | | |  |
| Department of Education Update   * Requested approval for 2 locations, Pawnee Valley Hospital and KU Med | | | | | | | | | | | Myrna Perkins |
| Student Services Update | | | | | | | | | | | Angie Maddy |
| Instruction Update | | | | | | | | | | | Elaine Simmons |

**ENDS:**

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| ESSENTIAL SKILLS | “BARTON EXPERIENCE” |
| WORK PREPAREDNESS | REGIONAL WORKFORCE NEEDS |
| ACADEMIC ADVANCEMENT | SERVICE REGIONS |
| PERSONAL ENRICHMENT | STRATEGIC PLANNING |
| CONTINGENCY PLANNING |  |



***Barton Core Priorities/Strategic Plan Goals***

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| **Drive Student Success** | **Emphasize Institutional Effectiveness** |
| *1. Improve Student Success and Completion* | *6. Develop, enhance, and align business processes* |
| *2. Enhance the Quality of Teaching and Learning* | *7. Provide a welcoming and safe environment* |
|  |  |
| **Cultivate Community Engagement** | **Optimize Employee Experience** |
| *3. Cultivate and Strengthen Partnerships* | *8. Support a diverse culture in which employees are engaged and productive* |
| *4. Reinforce Public Recognition of Barton Community College* |  |
| *5. Provide Cultural and Learning Experiences for the community* |  |